



Job Title: Swing Shelter Advocate
Reports to: Shelter Manager
Status: Full-time, 40 hours, non-exempt
Hours: Flexible Tuesday to Saturday 12-8:30pm with one 12-hour back-up shift (with a minimum guarantee of 3 hours paid)

Summary: This position fills multiple roles at CARDV. The primary responsibility is to meet the needs of shelter residents, answer the crisis and support line, responds to crisis calls in the community, meets with survivors for scheduled and walks in appointments.

Direct Service

- Meet with shelter residents daily to identify goals, provide information and referrals and safety planning
- Provide advocacy assistance, safety planning, information and referral to non-shelter residents
- Provide advocacy to survivors of domestic and sexual violence, stalking and dating violence through the crisis line
- Meet with survivors for scheduled and walk-in appointments
- Support survivors at protective order hearings in Linn and Benton Counties
- Provide or arrange transportation for survivors
- Provide on-scene crisis response as requested by Law Enforcement and Medical Professionals
- Provide follow-up phone calls to survivors as requested by crisis response staff
- Complete all data collection, crisis response, and follow-up forms
- Maintain up-to-date client files and record of services provided
- Attend CARDV direct service meetings, staff meetings and on-going trainings
- Participate in maintaining shelter spaces in livable conditions.

Education/Experience:

- BA/BS preferred or equivalent experience in advocacy program for survivors of domestic violence, stalking and sexual assault
- 2 years of professional employment experience

Preferred Skills:

The requirements listed below are representative of the knowledge, skills and abilities required to perform the essential duties successfully. We will make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

- Bilingual Spanish/English speaker
- Demonstrated knowledge of dynamics and impact of, and advocacy response to, domestic violence, sexual assault, stalking and dating violence
- Ability to develop and maintain excellent working relationships
- Demonstrated understanding of safety planning and necessity of strict adherence to confidentiality
- Ability to remain calm, make decisions, give clear direction and provide leadership in crisis situations
- Excellent written and verbal communication skills
- Ability to work well with people of diverse backgrounds
- Able to work well both independently and in a team environment
- Microsoft Suites experience: Word, Excel, PowerPoint
- Must have good planning and organizational skills, multi-task and prioritize
- Ability to think and act quickly when needed and anticipate the needs of clients, staff and community partners

- Ability to remain calm and focused to work effectively with noise and interruptions
- Possess awareness of, and respect for, cultural differences

Supervisory Responsibilities:

This position has no direct supervisory responsibilities.

Physical Demands:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift up to 50 pounds at times.

This position requires a valid driver's license.

CARDV commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, and individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Manager _____ Date _____

Employee signature below indicates the employee's understanding of essential duties and requirements.

Employee _____ Date _____