



*New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.*

## **JOB ANNOUNCEMENT SHELTER ON-CALL RELIEF WORKER**

Survivors of domestic violence and people of color encouraged to apply

*This is a **flexible on-call** position in a 18-bed domestic violence emergency shelter. On-call relief workers are offered work when a full-time staff person is taking leave. Shifts are usually 8.5 hours long (day shift: 7 AM-3:30 PM, swing shift: 3 PM-11:30 PM, and sunrise shift: 11PM -7:30 AM.) **Willingness to work nights and/or holidays is especially desirable.***

**RESPONSIBLE FOR:** Providing advocacy-based counseling to survivors of domestic violence in a multi-cultural emergency shelter. Overseeing safety & security of the shelter & responding to crisis calls.

**REPORTS TO:** Shelter Program Manager

**REQUIREMENTS:** Knowledge of domestic violence, shelter experience, ability to work with diverse populations. Knowledge of community resources, chemical dependency and mental health issues. Bilingual skills helpful.

**HOURS:** Full shifts or partial shifts (on call). Hours vary: day shift 7:00 am - 3:30 pm, swing shift 3:00 pm - 11:30 PM, sunrise shift 11PM - 7:30 am

**COMPENSATION:** \$15.50 per hour; paid training opportunities; retirement contribution.

### **RESPONSIBILITIES**

- ◆ Provide individual advocacy for survivors of domestic violence. Provide information and advocacy regarding legal issues, medical care, employment possibilities, housing referrals and other systems advocacy
- ◆ Respond to crisis calls providing safety planning, support, information and referrals. Complete accurate record keeping on all callers
- ◆ Conduct resident screening, intake and exit paperwork
- ◆ Respond to emergency situations that may arise, making independent decisions as necessary
- ◆ Complete log for each shift and overlap with next advocate to come on shift.
- ◆ Responsible for reading notes from meetings and keeping aware of changes in programming and paperwork
- ◆ Complete all shift responsibilities for the shift covered (i.e. chores, updating day one database, prepare rooms for new residents, conduct community meetings &/or support groups etc.)
- ◆ Must be able to climb stairs & carry small items (5-10 lbs.) up and down stairs

### **OTHER**

- ◆ Find own coverage if unable to work shift
- ◆ Must work at least two shifts per month on average
- ◆ Respond to shift requests in a timely manner, even if it is just to decline
- ◆ Other duties as assigned by the Shelter Program Manager

## **REQUIREMENTS**

- ◆ Demonstrated knowledge of the dynamics of domestic violence and experience providing domestic violence advocacy.
- ◆ Knowledge of the connection between domestic violence and oppression.
- ◆ Crisis intervention experience.
- ◆ Strong interpersonal relationship skills; ability to establish rapport.
- ◆ Demonstrated cultural competency and ability to effectively work with those from diverse backgrounds and experiences
- ◆ Knowledge of community resources and how to access them.
- ◆ Ability to be flexible, maintain appropriate professional boundaries, and use sound judgment.
- ◆ Demonstrated problem-solving abilities.
- ◆ Ability to communicate effectively with supervisor.
- ◆ High level of organizational skills and follow through.
- ◆ Ability to maintain professional demeanor in challenging situations.
- ◆ Sensitivity to the needs of agency participants and ability to maintain confidentiality.
- ◆ Demonstrated strong work ethic.
- ◆ Ability to work independently and as part of team to deliver services.
- ◆ Patience, sense of humor and willingness to be open to new ideas and ways of doing things.

**Send resume and cover letter detailing experience to [info@newbegin.org](mailto:info@newbegin.org) by 9/31/16. Additional agency information available at [www.newbegin.org](http://www.newbegin.org).**