

### **Employment Opportunity: Residential Advocate (Overnight)**

**Posting Date:** December 27, 2018

**Classification:** Non-exempt status

**Reports to:** Residential Services Director

**Hours Per Week:** 30

**Schedule:** Thursday – Sunday, 11:00pm to 9:00am

**Anticipated Start Date:** ASAP

Safe Homes of Orange County is a not-for-profit 501(c)(3), located in Orange County, New York, that has grown from a grassroots small group of committed individuals in 1986 to an organization, leader, and resource in the field of domestic violence and human trafficking advocacy and services in Orange County. Our many programs include a Family Justice Center, an emergency shelter, a legal program, individual counseling and advocacy, support groups throughout Orange County, community education and outreach program.

#### **Duties & Responsibilities:**

Safe Homes of Orange County seeks a Residential Advocate who will staff the agency's emergency shelter and 24-hour hotline, Thursday through Sunday, from 11:00pm to 9:00am. Responsibilities of the position include but are not limited to:

- Provide nonjudgmental and supportive hotline counseling and shelter screenings, intake interviews and discharges
- Provide culturally informed emotional support and crisis intervention to adults and children in shelter
- Maintain client records, information and agency database in accordance with agency policy
- Provide information about and referrals to community agencies and resources
- Complete safety checks of the shelter residence as scheduled
- Complete all other duties necessary to maintain a safe and cohesive environment for the well-being of families in residence
- Attend and actively participate in staff meetings and other agency meetings, as assigned, and if attendance is not possible, take responsibility for accessing meeting minutes;
- Assist with basic housekeeping within the shelter including cleaning and preparation of bedrooms for families; and
- Other duties as assigned.

#### **Qualifications**

- 2 year degree and/or experience working with domestic violence victims and/or counseling and counseling experience
- Ability to work in a fast paced, crisis oriented environment: assess priorities, take initiative, handle multiple assignments and meet deadlines.
- Work cooperatively and supportively as part of a team.
- Possess strong communication skills (both oral and written).
- Ability to maintain effective working relationships, communicate as needed and exhibit patience and understanding toward client population being served.

- Experience working with diverse populations and seeks understanding of cultural differences.
- Understand and work from a feminist philosophy of empowerment, and supports SHOC mission.
- Display commitment to ending violence against women and children and a commitment to social change through active participation in working towards ending racism, classism, sexism, ageism, homophobia, ableism, and all forms of oppression; demonstrate willingness to gain understanding of issues of oppression, battering and sexual assault.
- Model and uphold appropriate boundaries and confidentiality in work with clients, co-workers, supervisor, and community.
- Ability to lift up to 50 pounds, navigate stairs, and periods of sitting, standing and walking required.
- Experience with Microsoft Word and Excel is preferred.
- A valid, insurable driver's license and transportation required.
- Successful completion of a background check, including the Statewide Central Registry (SCR), Exclusion List (SEL) and criminal history information.
- Spanish language skills preferred.

**Cover letter and resume required. Please submit by January 9<sup>th</sup>, 2019 via email or fax only to:**

**Attention: Stephanie J. Molinelli**

**Email: [smolinelli@safehomesorangecounty.org](mailto:smolinelli@safehomesorangecounty.org)**

**Fax # 845-562-0140**

Safe Homes of Orange County prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.