

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

**Posting Date:** November 14, 2018  
**Classification:** Non-exempt status  
**Reports to:** Residential Services Director  
**Hours Per Week:** 14  
**Schedule:** Saturdays, 9:00am to 11:00pm  
**Anticipated Start Date:** ASAP

Safe Homes of Orange County is a not-for-profit 501(c) (3) located in Orange County, NY, which has grown from a grassroots, small group of committed individuals in 1986 to an organization, leader, and resource in the field of intimate partner violence and human trafficking advocacy and services provision. Our many programs include a Family Justice Center, emergency shelter, legal program, anti-trafficking program, individual and group support, advocacy, therapeutic counseling, Risk Reduction Response Programs, systems-based advocacy and collaboration, community education and outreach, and Sullivan County non-residential programming.

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

Safe Homes of Orange County seeks a Residential Advocate who will staff the agency's emergency shelter and 24-hour hotline, Saturdays, from 9:00am to 11:00pm. 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.



P.O. Box 649, Newburgh, NY 12551  
Business 845.562.5365 • Fax 845.562.2216

24-hour Hotlines: Orange County **845.562.5340**  
Sullivan County **845.292.5700**

- 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 via email or fax only to:**

**Attention: Stephanie J. Molinelli**

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

**Fax # 845-562-2216**

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.