

Overnight Advocate



Essential Duties & Responsibilities

1. Answers crisis calls, explains options, and assists in getting residents and children to safety.
2. Completes in-take and exit procedures with shelter residents.
3. Provides crisis intervention and advocacy to residents in all shelter programs.
4. Provides transportation to residents.
5. Provides basic education regarding the dynamics of domestic violence, the impact on children, non-violent parenting techniques, etc..
6. Assists residents with goal setting, advocacy, medical, legal, housing, and financial referrals, employment/vocational services, and other assistance.
7. Facilitates group session and support groups.
8. Provides advocacy and follow-up as needed with outside agencies.
9. Reviews program logs and documents interactions with residents.
10. Maintains records and statistics as part of the Agency's Program Evaluation system.
11. Assists with the training of new staff and volunteers.
12. Assists in problem solving and conflict resolution among residents.
13. Participates in the cleaning and minor maintenance of the shelters.
14. Ensures adherence to shelter rules, policies, and procedures.
15. Responds to requests for assistance or supplies from shelter residents.
16. Makes educational/informational presentations to community groups and interested parties.
17. Assists with picking up, sorting, and distributing in-kind donations.
18. Assists residents in moving to transitional units or to permanent residences.
19. Assists with special projects and tasks as assigned by the Program Coordinator.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.