

**Elmore County Domestic Violence**

**Council**

**JOB DESCRIPTION**

 **TITLE: Resident Advocate**

 **REPORTS TO:** **Executive Director**

**GENERAL JOB DESCRIPTION:**

Coordinate with Executive Director and Case Managers the activities involved in assisting clients and prospective clients of the Shelter/Crisis Center. Provide coverage of crisis lines and maintain the safety and security of the Shelter/Crisis Center. Offer a safe, supportive environment for women and children who have been victims of physical, sexual and/or psychological abuse.

**BASIC MINIMUM QUALIFICATIONS:**

* Ability to manage responsibly and demonstrate good judgment under pressure
* Ability to adhere to confidentiality requirements
* Ability to multi task with limited supervision
* Ability to maintain professional boundaries with clients at all times
* Ability to remain patient and calm in stressful situations
* Valid Idaho Driver’s License
* Energetic and flexible
* Work well with staff as a team
* Ability to listen and be objective, displaying communication skills with particular skill at problem solving
* Knowledgeable about community resources

**ESSENTIAL JOB FUNCTIONS:**

* Ensure safe, secure operation of Shelter
* Document/update client files according to established guidelines during each shift
* Oversee upkeep and maintenance of Shelter
* Monitor daily activities of Shelter clients as outlined in house rules
* Follow up with residents based on established guidelines
* Attend required meetings and trainings
* Participate in presentation of volunteer trainings, community education and fundraising activities and functions
* Act as Court Advocate for residents and non-residents as requested by Executive Director
* Provide advocacy for clients with primary and secondary community service providers, such as law enforcement, courts, Health & Welfare, and hospitals
* Provide clients with ongoing crisis intervention and domestic violence education, including empowerment and self-advocacy information
* Upkeep of staff living and office area as needed
* Clean resident rooms when necessary
* Conduct intake/exit interview process with Shelter clients
* Responsible for efficient operation of advocate office, filing, updating and maintaining paperwork and forms and making sure there are sufficient brochures, forms, etc.
* Responsible for organizing and copying brochure and handouts
* Responsible for ordering brochures from other organizations as needed. Maintain resource and information center for residents and clients
* Keep work area clean and organized at all times
* Keep desk organized with confidential items secured throughout the shift
* Sort and distribute resident mail.
* Help facilitate classes and groups
* Perform additional duties or tasks assigned by management
* Occasionally be on call for calls

**PHYSICAL REQUIREMENTS:**

 Approximately 65% of time spent sitting at workstation

Approximately 35% of time spent standing, walking, negotiating stairs, bending, kneeling, carrying, and lifting.

**WORKING CONDITIONS/ENVIRONMENT:**

Approximately 90% of time is spent indoors. Approximately 10% is spent en-route to meetings, appointments, and other outside activities as needed.

**TOOLS AND EQUIPMENT:**

 Computer: Microsoft Windows, general office equipment, multi-line phone system.

***Please submit resumes to director@ecdvc.org no later than 21 June 2019.***

***Pay $14.00/hr.***