



Vision: Break the cycle of abuse and restore hope for each woman and child

JOB DESCRIPTION

Job Title: Advocate

Qualifications:

- Dedication to the mission of Restoration Village
- Provide trauma-informed services
- Adherence to the shelter's values to Restore Dignity, Renew Hope and Rebuild Lives
- Bachelor's Degree in social work, human services, or related field. Documented experience may substitute for educational level.
- Experience in social services and/or family violence
- Able to follow instructions and work without supervision
- Able to multitask
- Able to remain calm in a crisis
- Able to demonstrate support of people of different lifestyles, beliefs, races, and temperaments (work equally with resistant and non-resistant clients)
- Able to work a flexible schedule as needed
- Exemplify supervisory skills necessary to manage a team of professionals.
- Able to demonstrate patience with clients of all ages
- No prior felony convictions for violent offenses. Background checks will be required.

Job Description:

- Conduct case management for in-shelter clients, including assisting clients with setting goals, supporting their efforts, and connecting them with resources
- Maintain client data and documentation, including intake/departure forms and client files
- Answer shelter crisis line, assess needs, and provide services and referrals to callers
- Maintain the safety of the shelter facility by promoting healthy communal living strategies, following emergency procedures, and addressing safety concerns
- Perform on-call duties as assigned
- Coordinate services with other social service agencies on behalf of clients, when necessary
- Work with other team members and Director/Program Director to communicate details of case management and coordinate efforts in serving clients
- Attend regular staff meetings, meet weekly with resident coordinator, supervisor, and other meetings as requested. Communicate daily with all team members as needed on behalf of clients.
- Have contact with residents daily through one-on-one, text or written communication.
- Train, coordinate and supervise advocacy component staff/interns.
- Communicate with Program Director and assist with planning programming for adults and children in residency.

- Provide monthly advocacy report for Board of Directors and weekly report to Director/Program Director
- Participate in public relations, education activities, and public speaking as requested.
- Provide transportation for client's appointments, court hearings, and other needful appointments or transportation needs in connection with client goal plan and residential coordinator
- Supervise intern and resident work as needed for resident-to-work program and/or community service hours.
- Other duties as assigned

Supervisor: Director/Program Director

Advocate Signature _____

Director/Program Director Signature _____

Date _____