



A Full Service Intimate Partner Violence Intervention & Prevention Program

POSITION: Housing Advocate, Full Time with Benefits, Domestic Violence Shelter

COMPENSATION: \$14 hr., 40hrs/week.

EMPLOYMENT STATUS: Hourly, Full Time with Benefits

REPORTS TO: Housing Manager

ORGANIZATIONAL DESCRIPTION:

Safe Embrace is a 501(c)(3) Nonprofit Corporation that has been serving the Reno-Sparks community for more than 15 years. We are committed to ending the cycle of intimate partner violence through innovative prevention and intervention services. Safe Embrace operates a 24hr. Crisis Hotline, 30-90 day emergency shelter, and a transitional housing program. We facilitate public survivor support groups, and provide individualized advocacy, case management support, and therapy. All of our survivor services and programs are focused on healing, empowerment and self-esteem building. Safe Embrace also works at the grassroots-level to educate our community about the issues of Domestic Violence, Intimate Partner Violence, Sexual Assault, Teen Dating Violence, and Stalking.

JOB DESCRIPTION:

This position provides advocacy, support and crisis intervention to survivors of domestic violence. The Advocate works primarily at our confidential secure shelter and performs advocacy (direct client service) and administrative duties.

QUALIFICATIONS:

Minimum Qualifications –all candidates MUST:

- Pass a Federal & State criminal background check.
- Pass a comprehensive drug screen.
- Have a High School diploma/GED (minimum).
- Provide minimum of two professional references that will vouch for competency, honesty & reliability.
- Demonstrate passion for helping others (must be evident from previous work and volunteer experience).
- Be dependable & flexible. To provide maximum coverage at the emergency shelter, advocates receive a set weekly schedule that may include evenings, weekends and holidays. While some schedule accommodations can be made, senior advocate scheduling requests are given priority.
- Be able to communicate effectively and professionally, even when under stress. Both orally and in writing.
- Be computer literate and able to use standard office equipment and software, including copy machines, fax machines, email, MS Office products (Outlook, Word, Excel), shared network drives, etc.
- Possess the ability to manage stress in a crisis environment.
- Possess the ability to set boundaries and maintain ethical relationships.
- Maintain a current and valid driver's license and insurance (100/300), ability to drive a full-size van (9 passenger), and clean driving record.
- Be able to work independently with little supervision, but also interact warmly with a small team of dedicated staff and volunteers in high-stress environment.
- Be able to lift 40 pounds –advocates frequently help shelter clients pack/unpack, load/unload.

Desired Qualifications

- College Education (preferably in Social Work, Substance Abuse, or related academic field) or related experience.
- Bilingual (English/Spanish)
- In-depth understanding of the dynamics of interpersonal violence.
- Experience with dual-use shelter programs (domestic violence & sexual assault), homeless shelters, substance abuse programs, social services programs.

PO Box 3745 ♿ Reno NV 89505
775.322.3466

www.safeembrace.org ♿ employment@safeembrace.org



- Familiar with grants & grant reporting.

Duties & Responsibilities:

Advocacy Responsibilities:

Safe Embrace Housing Advocates offer survivors emotional support, information about community resources and services (including employment, housing, shelter services, health care, victim compensation, etc.), and assistance completing paperwork (social services applications, legal filings, etc.). Advocates facilitate client intake and exit interviews, conduct ongoing individual case-management, and frequently rely on crisis intervention and problem solving techniques when working with clients.

Advocates regularly facilitate house meetings, support groups, conflict intervention groups, and trainings for volunteers and the public.

* NOTE: Safe Embrace Advocates are Mandatory Reporters of Child Abuse and Neglect

Administrative Responsibilities:

Safe Embrace Shelter Advocates must maintain accurate and confidential case files, answer business calls on a multi-line telephone system, do statistical data entry, complete routine paperwork and produce small reports.

Advocates may be asked to assist with client outings (shopping & evening events), outreach (public events & fundraisers), and even facilities upkeep and maintenance (including occasional cleaning).

Other Responsibilities:

- Attend and participate in staff meetings and trainings.
- Communicate with members of the public and donors about the issues of domestic violence, intimate partner violence, sexual assault, stalking and available services
- Provide support to shelter volunteers, event volunteers, and trainers.
- Provide support for outreach services such as networking, lectures, trainings, speaking engagements, and health fairs to increase public education and awareness on the issues of domestic violence, intimate partner violence, sexual assault, stalking and available services.

APPLICATION PROCESS:

- Candidates who do not meet the minimum qualifications will not be considered.
- Resumes received without a cover letter will not be considered.
- Send cover letter & resume/CV to employment@safeembrace.org BEFORE Monday, March 23rd, 2015

QUESTIONS?

Please make sure to read this entire posting before contacting our office to ask questions about the position or your application status. Contact the Safe Embrace Office at (775) 322-3466 or send email to employment@safeembrace.org.

Safe Embrace celebrates the diversity in our nation, community and staff. We will not discriminate because of political or religious affiliation, race, ethnic, or national origin, age, sexual orientation, economic status, education, marital status or other non-merit factors.

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