



## Part Time Shelter Advocate Position Description

**DEPARTMENT: Shelter (Located in Mankato, MN)**  
**PAY SCALE: \$13 an hour**

**REPORTS TO: Shelter Manager**  
**SHIFT: Varied. Includes weekends and holidays**

*The Committee Against Domestic Abuse, Inc. (CADA) is a non-profit victim's advocacy and emergency shelter organization based in Mankato, Minnesota. It has been engaged in its mission to provide shelter, advocacy, and education services for over 35 years. The shelter program provides confidential emergency safety housing for female survivors of domestic and sexual violence and their children. During their stay, CADA advocates provide support, education, resources, referrals, and programming that encourage empowerment, healing, and life skills for women and children.*

**Part time Advocates are required to work a minimum of 3 shifts a month, attend one monthly staff meeting, and complete ongoing training.**

**PRIMARY OBJECTIVES OF THE POSITION:** Responsible for providing strengths-based, victim centered advocacy, crisis intervention, support, information and access to resources to victims of domestic and sexual violence by phone as well as within the shelter environment. CADA provides 24 hour supportive services and part-time Advocates assist in ensuring that there is necessary coverage.

**PHYSICAL REQUIREMENTS:** During your work hours you may be required to write, talk, read, hear, see, operate a computer keyboard, cook, clean, lift up to 40 lbs., move items and transport clients.

### **MAJOR TASKS/RESPONSIBILITIES**

#### **1.) Ensures and/or coordinates 24-hour victim-centered crisis intervention, support and advocacy for victims of domestic and sexual violence.**

- A. Promote survivor healing. Consider the victim/survivor and their unique needs and abilities first. Listen generously with presence, patience, belief, and compassion.
- B. Assist victims in clarifying problems; providing information, identifying and exploring solutions, and promoting self-advocacy.
- C. Coordinate and collaborate across the community and systems to access support and resources in the self-determined interests of each client.
- D. Ensure victim safety, confidentiality, and respect.
- E. Hold self and others accountable to high standards of service.
- F. Coordinates necessary transportation for CADA clients and their children.
- G. Assist victims in developing a safety plan.
- H. Model and maintain healthy, professional boundaries with clients.

#### **2.) Perform Shelter Advocate duties**

- A. Responsible for all aspects of daily shelter operations including the operation of security systems.
- B. Implement shelter and organizational policies and procedures.
- C. Maintain current, timely and accurate records, shelter forms and data filing systems for clients and client services provided.
- D. Ensure a safe, clean environment for shelter residents and staff.
- E. Responsible, in conjunction with co-workers, to clean and sanitize the facility on an ongoing basis and all resident rooms upon resident departure.
- F. Perform regular safety checks of all common areas and resident rooms.
- G. Willingness to perform other duties as assigned.

### **3.) Insure Organizational Accountability & Accomplishment of Goals**

- A. Assist in training and supervision of interns/volunteers who provide direct services.
- B. Participate in regular program evaluations.
- C. Complete required continuing education training hours annually.
- D. Provide support and constructive feedback for staff and volunteers.
- E. Participates in program meetings, staff meetings and CADA trainings.
- F. Exercise an atmosphere where residents and co-workers feel valued and empowered.
- G. Available to be on call one weekend every 12 weeks and work alternate shifts if needed.
- H. Perform other reporting requirements as needed.

### **REQUIRED SKILLS & QUALIFICATIONS:**

- A. A professional and/or educational background related to working with at-risk and/or under-resourced populations.
- B. Compassion, empathy and the ability to respond to individuals in crisis.
- C. An understanding of the unique problems encountered by women and children with trauma related experiences.
- D. Ability to work with people of all ages from diverse racial, cultural, religious, social and economic backgrounds and life styles. This applies to working with CADA clients, residents and staff.
- E. Excellent communication and organizational skills.
- F. Ability to solve problems and make decisions individually and/or within a team.
- G. Ability to contribute to the interagency culture of wellness and maintain a regular practice of self-care.
- H. Experience with computers.
- I. Valid driver's license and reliable transportation.
- J. Must be able to pass a criminal background check.

### **PREFERRED SKILLS & QUALIFICATIONS:**

- A. Experience providing advocacy.
- B. Preference given to individuals who have completed the Minnesota 40 hour Sexual Assault Advocacy Certification Training.
- C. Preference may be given to individuals who are multi-lingual.

### **TO APPLY:**

Please send a cover letter, resume, and three professional references to Melissa Forsyth by email: [melissaf@cadaMN.org](mailto:melissaf@cadaMN.org), by mail: P.O. Box 466, Mankato, MN 56002, or by fax: 507-625-9431.

*CADA, Inc. is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, gender, age, or life style.*