



Part-Time Shelter Advocate Position Description

DEPARTMENT: Shelter (Located in Mankato, MN)
SHIFT: Varied. Includes weekends and holidays

REPORTS TO: Shelter Manager
PAY SCALE: \$13 an hour

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 to women and their children who have experienced domestic and sexual violence. During their stay, CADA advocates provide support, education, resources, referrals, and programming that encourage empowerment, healing, and life skills for women and children.

**This is a part time, non-benefitted position with varying hours.
Must 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 advocacy, crisis intervention, support, information and access to resources to survivors of domestic and sexual violence by phone as well as within the shelter environment. Individuals working in a part time capacity are required to work a variety of shifts during weekends and holidays, to be on-call for the shelter (approximately once every twelve weeks), and to pick up shifts as needed by the shelter and as permitted by their availability. 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, cook, clean, lift up to 40 lbs., move items, and occasionally transport residents.

MAJOR TASKS/RESPONSIBILITIES

1.) Ensures 24-hour survivor-centered crisis intervention, support and advocacy for survivors of domestic and sexual violence.

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

2.) Perform Shelter Advocate duties

- A. Responsible for all aspects of daily shelter operations including the 24 hour crisis hotline.
- B. Responsible for the operation and monitoring of the facility alarm systems.
- C. Implement shelter and organizational policies and procedures.
- D. Ensure a safe, clean environment for shelter residents and staff.
- E. Responsible, in conjunction with co-workers, to clean and sanitize all resident rooms upon resident departure.

- F. Perform regular safety checks of the building and all common areas.
- G. Maintain current, timely and accurate records and data filing systems for resident and client services provided.
- H. Performs other reporting requirements as requested.

3.) Insure Organizational Accountability

- A. Assist in training and guidance 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 to staff and volunteers.
- E. Participate in program meetings, staff meetings and CADA trainings.
- F. Exercise an atmosphere where residents and co-workers feel valued and empowered.
- G. Available to work evenings, weekends and holidays.
- H. Willingness to perform other duties as assigned.
- I. Participate in the upkeep and cleaning of the facility.

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 work holidays, weekends, overnights, and some weekdays.
- H. Ability to contribute to the interagency culture of wellness and maintain a regular practice of self-care.
- I. Experience with computers.
- J. Must be able to pass a criminal background check.

PREFERRED SKILLS & QUALIFICATIONS:

- A. Experience providing advocacy.
- B. Valid driver license.
- C. Preference given to individuals who have completed the Minnesota 40 hour Sexual Assault Advocacy Certification Training.
- D. 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, by mail: P.O. Box 466, Mankato, MN 56002, or by fax: 507-625-9431.

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