

**Position Title:** Weeknight Residential Advocate (1 FTE)  
**Department:** Shelter Services  
**Reports to:** Director of Shelter Services  
**Status:** Full-time, Non-exempt

**Summary:**

Weeknight Residential Advocate provides structure to support the development of a nighttime routine for clients and children and to provide safety and support to the clients. This is done in various ways, sometimes very directly by debriefing or handling crisis and sometimes indirectly by praising, interacting, and providing structure. After client curfew, residential support staff's primary task is administration activities: update or make forms, packets, and binders; ensure supply of all forms, and update as necessary; take care of different tracking forms and keep all signs in the house updated and bilingual; check for house safety and cleanliness, and clean as needed.

**Responsibilities:**

- Communicate and enforce guidelines and policies to clients. Keep updated on client progress and activities.
- Conduct Safety Checks to maintain cleanliness, security, and safety of residents. Complete nightly securing of facility and morning opening of facility including gate, alarm and office door.
- Complete all required documentation for each shift including but not limited to: Fridge and Freezer Temperature Log, Progress Notes, Shift Exchange, Crisis Line Log, Phone Screen Log.
- Answer crisis line and record stats. Answer Monika's House business line.
- Respond to any crisis as needed and/or be available for client check-ins as needed.
- Assign chores to clients on a weekly basis considering clients' preferences and abilities.
- Maintain a clean office and staff bathroom. Assist with house laundry if needed. Clean and prepare any rooms/beds needed for placing new clients.
- Perform administrative tasks as needed, including assembling new client intake binders, Welcome Packets, updating forms and replenishing forms, and updating client sign-up sheets.
- All other tasks assigned by supervisor and other tasks as requested by team.

**Qualifications:**

- Bachelor's Degree preferred in social services, education, or comparable field.
- Ability to consistently and effectively model appropriate behavior skills and boundaries to both adults and children.
- Experience working with people in crisis situations (previous work or experience with victims of abuse, and/or serving children and families, is preferred).
- Time management skills and ability to work independently and with a team.

- Ability to communicate effectively with co-workers, volunteers, and clients.
- Experience working with hostile clients.
- Ability to assist clients regardless of sex, gender, sexual orientation, race, ethnicity, socioeconomic status, age, or disability.
- Ability to pass a criminal background check.

Physical Requirements:

- Manual Dexterity-Regularly
- Ability to sit and/or stand for long periods of time-Constantly
- Ability to bend, stoop, push or pull items weighing 25 pounds or less-Occasionally
- Walking-Ability to move within the office to access files, office machines, etc.-Regularly

Sensory/Cognitive Demands:

- Hearing, listening, vision, speaking, thinking, memory/recall-Constantly

Reasonable accommodation will be made for individuals with disabilities as required by the ADA and any other state laws and regulations.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

1/2018

5/2/17