



**Position Title:** Residential On-call Support Staff  
**Department:** Monika's House (Confidential)  
**Status:** NON-EXEMPT- Hourly  
**Salary:** \$12/hr., (No benefits for this position)  
**Schedule:** Varied schedule for a 24/7 facility.  
Currently hiring for all days/hours availability.

### How to Apply:

Submit a cover letter and resume to **Human Resources: [hr@dvrc-or.org](mailto:hr@dvrc-or.org)**. You will get an email notification that your materials were received. No phone calls please.

### Summary:

Maintain the general safety and well-being of shelter and all residents. Communicate, oversee, and enforce/uphold all shelter policies and guidelines. Facilitate the day to day structure of the program, and manage the crisis and business lines. Respond to any crisis situation with clients or the shelter. During weekend and overnight shifts, provide structure to support the development of a weekend and nighttime routine for clients and children and provide safety and support to the clients. This is done in various ways, sometimes very direct by debriefing or handling crisis and sometimes indirectly by praising, interacting, and providing structure.

### Responsibilities:

- Communicate and enforce guidelines and policies.
- Respond to any crisis as needed and/or be available for client check-ins as needed.
- Answer crisis line and record stats. Answer Monika's House business line.
- Sign off on completed chores.
- Conduct Safety Checks to maintain cleanliness, security, and safety of residents. Return garbage, recycling, and yard debris to locations after pick-up days. Weekend shifts will place the garbage, recycling, and yard debris bin out for pick-up as scheduled.
- Complete all required documentation for each shift.
- Assist with general cleaning responsibilities and maintain a clean and safe shelter and staff office.
- Complete all tasks assigned by supervisor.

### Qualifications:

- Bachelor's Degree in social services, education, or comparable field, with experience in serving children and families preferred. Minimum of two-year post high-school education required.
- Completion of the Mandated 40 hour Domestic Violence Training or ability to complete it.
- Ability to consistently and effectively model appropriate behavior skills and boundaries to both adults and children.
- CPR and 1<sup>st</sup> Aide certified or willing to complete requirements within 90 days of hire.
- Experience working with people in crisis situations (previous work or experience with victims of abuse is preferred).

*Residential On-call Support Staff*

- 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.

*The Domestic Violence Resource Center is equal opportunity employer.*

*[www.dvrc-or.org](http://www.dvrc-or.org)*

*The mission of the Domestic Violence Resource Center of Washington County is to educate, support, and empower survivors and their children who are affected by intimate partner violence by offering counseling, advocacy, shelter services, and community outreach.*