



**Position Title:** Weekend Advocate (0.8 FTE)  
**Department:** Monika's House  
**Status:** Full-time (NON-EXEMPT- Hourly)  
**Salary:** DOE, Plus benefits with generous PTO package  
**Schedule:** Saturday, Sunday and Monday 7am – 5:30pm, Tuesday 10am - 12pm staff meeting at the confidential shelter.

**Summary:**

Maintain the general safety and well-being of shelter and all residents. Communicate, oversee, and enforce/uphold all shelter policies and guidelines. Facilitate and maintain the weekend structure of the program, and manage the crisis and business lines. Respond to any crisis situation with clients or the shelter. Manage the inventory of cleaning supplies. Facilitate self-care and community living activities and groups.

**Responsibilities:**

- Communicate and enforce guidelines and policies.
- Conduct Safety Checks to maintain cleanliness, security, and safety of residents. Put out garbage, recycling, and yard debris for pick-up Sunday night as scheduled.
- 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.
- Keep track of shed inventory. Communicate with Day Advocate for donation requests and Shelter Director for purchase of cleaning supplies on a monthly basis.
- Facilitate self-care and wellness groups, and House Meeting.
- Restock house cleaning supplies for the week.
- Dispense all medications as needed.
- Complete all required documentation for each shift.
- Sign off on completed chores in the morning and evening. All chores are to be completed by 11AM and 11PM. Assign weekend deep clean chores Friday. Sign off on Deep Clean Chores by Sunday at 11pm.
- Maintain a clean office and staff bathroom. Assist with house laundry if needed. Clean and prepare any rooms/beds that have been exited.
- Update client sign-up sheets daily.
- Coordinate and facilitate weekend activities: Family Night, Drama Club, and Story Time.

- All other task assigned by supervisor.

**Qualifications:**

- Preferred bi-lingual in Spanish.
- Completion of the Mandated 40-hour Domestic Violence Training or ability to complete it.
- CPR/1st aide certified within 90 days of employment.
- 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.
- 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 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.
- Ability to climb stairs and a hill.
- Ability to lift 20-25 lbs.

**How to Apply:**

**Submit a cover letter and resume to:**

**Human Resources at [hr@dvrc-or.org](mailto:hr@dvrc-or.org). You will get an email notification that your materials were received. No phone calls please.**

*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.*

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

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