

Position Title: Weekend Overnight Residential Advocate (.8 FTE)
Department: Shelter Services
Reports to: Director of Shelter Services
Status: NON-EXEMPT

Summary:

Weekend Overnight 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.
- Conduct Safety Checks to maintain cleanliness, security, and safety of residents.
- Co-Facilitate self-care and wellness groups and House Meeting with Weekend Advocate.
- Fill Client Hygiene Requests and restock house cleaning supplies for the week.
- Complete all required documentation for each shift including Shift Exchange, Progress Notes, Chore checklist, Fridge and Freezer Temperature Log, and other documents.
- Assist Weekend Advocate with inventory of donations and supplies.
- Answer crisis line and record statistics. Answer Monika's House business line.
- Respond to any crisis as needed and/or be available for client check-ins as needed.
- Maintain a clean office and staff bathroom. Assist with house laundry if needed. Clean and prepare any rooms/beds for new residents.
- Perform administrative tasks as needed.
- Responsible to close the house in the evening and open the house in the morning.
- All other tasks assigned by supervisor.

Qualifications:

- High school diploma required; bachelor's degree preferred.
- Completion of Mandated 40 hour Domestic Violence training or ability to complete.
- CPR/1st aide certified within 90 days of employment.

- 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.

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.

Employee Signature

Date

Supervisor Signature

Date

1/2018