



JOB DESCRIPTION

Position Title: On-Call Residential Advocate
Department: Housing
Reports to: Shelter Coordinator, Monika's House
Status: Non-Exempt

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.

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.

Responsibilities

- Ability to work with and assist clients regardless of sex, gender, sexual orientation, race, ethnicity, socioeconomic status, age and/or disability.
- 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.
- Enforce shelter closure on Saturdays and Sundays. Client need to exit by 12pm-4pm both days. Use discretion in terms of sickness and other needs.
- Follow all agency policies and VAWA and HIPPA compliant-policies related to sharing client information with law enforcement, DHS, courts or other agencies with whom the client is actively involved.
- 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.
- Ensure that all pertinent client data is entered into Osnum on a regular basis.
- Maintain a clean office and staff bathroom. Assist with house laundry if needed. Clean and prepare any rooms/beds that have been exited.
- Sign off on completed chores. All chores are to be completed between 8AM-11AM and 9PM-11PM. On Monday night after chores are completed, rotate the chores for the week. Always take into account client's work schedule, and physical abilities. Some clients are unable physically to do certain chores and others may work most of the day and are unable to complete the bigger chores. Assign weekend deep clean chores Friday. Sign off on Deep Clean Chores by Sunday at 11pm.

- Complete the Fridge and Freezer Temperature Log. It is located on the cork board.
- Update client sign-up sheets daily.
- Responsible to activate the house security alarm at 11pm and disable the alarm at 7am and lock the gate.
- Other duties as assigned.

Qualifications

- Supportive of the Domestic Violence Resource Center's mission.
- Must pass a criminal background check.
- Must complete the 40-hour Victims' Advocacy Training, as required by the State of Oregon, within 30 days of employment, or as soon as reasonable.
- Adhere to DVRC policies and procedures.
- Minimum of two years post high school education or relevant work experience.
- 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.

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

Working Conditions:

- Work environment is in a home-like setting that has natural and artificial lighting. May be exposed to cleaning solvents, bloodborne pathogens, and animals. Position requires frequent use of steps, repetitive motion with keyboard and use of computer mouse. Property has a hilly driveway and caution is advised during rainy, icy, and or snowy conditions. May require driving on a regular basis. Overtime may be required.

Reasonable accommodation will be made for individuals with disabilities as required by the ADA and any other state laws and regulations. DVRC is an equal opportunity employer.