

## Overnight Safehouse Advocate (Part-time)

Hourly, Non-Exempt, Fri. & Sat., 10:30pm - 6:30am

**Position Summary:** Under the direct supervision of the Safehouse Manager, the Safehouse Advocate is primarily responsible for conducting intake assessments of potential clients for the shelter, orienting new residents to the shelter facility and program, and providing case management for assigned residential clients and their children.

### **Responsibilities:**

#### **Direct Services**

- Screen prospective residents, conduct intake and exit interviews
- Provides counseling and advocacy for clients in person and over the phone
- Provides case management to Safehouse residents
- Conduct initial assessment and support resident in development and implementation of action plans
- Maintain high visibility and availability throughout the shelter and initiate contact with residents
- Provide emergency transportation
- Provide crisis intervention counseling, advocacy, information and referrals to individuals calling the agency's 24-hour support line when other coverage of the line is not available
- Provides front desk coverage at Counseling Center when needed
- Provide support and information to agency volunteers, as needed
- Co-facilitate house meetings, supports groups, and educational groups
- Maintain accurate client records and statistics in a timely manner
- Maintain close communication with other shelter staff
- Provides child-care contracts as needed
- Other duties as assigned

### **Qualifications:**

- BA/BS degree and one (1) year related experience or AA/AS degree and 2-3 years experience or 5 years experience in lieu of degree requirement.
- Bilingual communication skills strongly preferred
- Crisis intervention, problem-solving and conflict resolution skills
- Excellent oral and written communication skills
- Ability to work both independently and as a team member
- Provide copy of valid California driver license, have reliable transportation, and submit current proof of vehicle insurance
- Ability to work, days, evenings, weekends and holidays, as needed

**To Apply:** <https://OnePoint.EmployerNet.net/ta/WEAVE.jobs?ApplyToJob=100672651>

WEAVE is an Equal Opportunity Employer. WEAVE makes reasonable accommodations for qualified individuals. All employment actions are based solely on an individual's qualifications without regard to race, color, sex, national origin, religion, cancer-related medical condition, disability, age, sexual orientation, veteran status, ancestry citizenship, or marital status.