



## JOB DESCRIPTION

Position Title:	Shelter Advocate
Position Type:	Full-Time, must be willing to work evenings or weekends
Reports To:	Shelter Director
Pay:	\$12.00 - \$14.00 per hour DOE (\$.50 bilingual incentive) + benefits

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**Position Description:** Shelter advocate will provide survivor-driven advocacy, trauma-informed assessment, and case management to residents and their children in the Wallace and Vannucci Shelter. Responsible for providing assistance in the overall day-to-day operation of the shelter.

### Position Responsibilities:

- Initial evaluation and screening of clients.
- Responsible for completion of adult and child intake information
- Respond to the needs of the residents by providing assistance and advocacy to clients and their children residing in the shelter
- Provide weekly scheduled meetings with assigned clients to evaluate their program participation and weekly goals
- Provide risk assessment and safety planning
- Provide crisis line coverage as scheduled.
- Monitor and evaluate client progress and document daily in clients.
- Attend and actively participate in monthly staff meetings, and case management meetings
- Assist clients with crisis and conflict management.
- Monitor shelter security.
- Assist with shelter maintenance and cleanliness as needed.
- Other duties as assigned.

### Education, Experience, & Requirements

- Ability to work well with others
- Must have the ability to work under conditions requiring flexibility and team member response to crisis.
- Good listening skills; empathetic
- Strong planning and organizations skills, ability to manage multiple tasks
- Ability to work well on one's own

- Basic knowledge of computer programs (word, excel, publisher, outlook, etc.)
- High degree of sensitivity to, and respect for, diversity and cultural issues involved in working with clients of varying ethnicities and income.
- High tolerance and respect for homeless survival strategies while promoting ever-increasing healthier choices.
- Strong oral and written communication skills
- Bilingual Spanish-speaking a plus
- Applicant must be fingerprinted/live-scanned and receive clearance from the Department of Justice

## **AGENCY DESCRIPTION**

### **Mission Statement:**

*Empower Yolo's mission is to promote safe, healthy, and resilient communities.*

### **Empower Yolo's purpose is to provide:**

- Twenty-four hour crisis intervention, emergency shelter, confidential counseling, training, legal assistance, and other services for individuals and families persons affected by domestic violence, sexual assault, stalking, human trafficking, and child abuse;
- Resource centers for community services to improve the health, social, educational and economic outcomes of Yolo County residents; and
- Community outreach and educational programs about available resources to promote health, stability, and self-sufficiency for individuals and families.

All services are to be provided in a manner that appreciates, enhances, and utilizes the strengths of Empower Yolo's clients and honors their cultural practices and traditions.

### **Application Process**

Please submit a cover letter, current resume and three references to: [Sonia@empoweryolo.org](mailto:Sonia@empoweryolo.org)

### **Application deadline: Open until filled**

*EMPOWER YOLO is an equal opportunity employer and does not discriminate in regard to race, age, cultural or religious background, disability, gender, gender identity/expression, or sexual orientation. All qualified candidates of all backgrounds are encouraged to apply.*