Leading and supporting efforts in south King County to end domestic violence.

Job Announcement
August 2016

Domestic Violence Shelter Advocate

Job Title	**Shelter Advocate**
Reports to	**Housing Program Manager**
Location	**Kent, WA**
Salary Range	**DOE**
Exempt or Non-Exempt	**Non-Exempt**
Posting Date	**8/24/16**
Closing Date	
Hours	**Full Time, Weekends Included** **Saturday- Wednesday 11:30am-8pm**

DAWN is a comprehensive provider of domestic violence services, including Emergency Confidential Shelter, a 24-hour Crisis and Advocacy Line, and Community Advocacy including Legal and Immigrant Rights, Mental Health, Support Groups and one-on-one support. DAWN's mission is to lead and support efforts in South King County communities to end domestic violence by providing the critical services and education for survivors to make informed choices about their future, and engaging communities to raise awareness and take action.

Overview of Position

DAWN's Emergency Shelter Program provides short-term confidential Housing, Advocacy and Support services to domestic violence survivors and their children. This position serves as the primary advocate for clients in emergency housing, works on the Crisis and Advocacy Line and provides limited advocacy for Community-Based clients.

Job Responsibilities

Description of major job responsibilities

- Coordinate advocacy needs, information and referral services for residents
- Provide information and education to understand the dynamics of domestic violence
- Provide crisis intervention and empowerment based advocacy via the Crisis and Advocacy Line
- Record relevant client demographics, service type and referrals in Salesforce and HMIS in a timely manner
- Present the agency and programs in a positive light to clients, volunteers, funders and the community
- Participate in shelter facility upkeep
- Update and maintain information on Agency computer systems and in archives.

Qualifications

Physical Requirements:

- Ability to sit, walk, stand, bend, kneel, and twist on an intermittent basis including answering the front door.
- Ability to grasp, push, pull objects such as files and reach overhead.
- Ability to lift 30 lbs (usually supplies, groceries, small boxes).
- Ability to properly operate all safety and security systems, which may include intrusion alarm, automated gates, door locks and key card systems.
- Ability to conduct visual inspections of the workplace on a continuous basis, through direct observation, walking inspections and the use of video monitors.

Preferred Qualifications:

- A strong commitment to DAWN's mission and values
- Two + years of direct human services experience including one + year working with domestic violence survivors
- Skilled in working with sensitive issues and commitment to respecting the confidential nature of the programs
- Proven ability to work effectively with diverse staff, clients and volunteers
- Demonstrated ability to work comfortably as a team member and contribute positively to workplace
- Demonstrated problem-solving approach to concerns and challenges
- Proficiency in data collection and reporting
- Strong written and oral communication skills
- Strong time management and organizational skills
- Provide own transportation; possess a valid Washington State driver's license, proof of auto insurance and a positive driving record
- Ability to pass a Washington State Patrol background check – required for employment
- Twenty hours of recent Domestic Violence Training preferred
- Current CPR/First Aid and HIV/AIDS training preferred or able to secure within one month of employment.

To Apply

This position is open until filled. To apply, please submit your resume and cover letter to info@dawnonline.org with the subject Shelter Advocate in the subject line. **Please note:** applications not accompanied by both a cover letter and resume will not be considered.

DAWN is an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, gender identity, sexual orientation, or any protected status.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.