

Domestic Violence Shelter Advocate – Fulltime

Arbor Housing and Development's Domestic Violence Services include the only NYS Justice Department certified Domestic Violence shelter in Steuben County. Victims have a safe haven where they can be free from the violence; in addition to the shelter, the victims can learn to break the cycle through group and 1-on-1 education.

Part-time (approx. 32 hours per week) DV Shelter Advocate job responsibilities (including but not limited to):

- Conduct client admissions and discharges, in keeping with agency and DV program protocol; complete all necessary forms and documentation associated with these processes.
- Upon admission, begin discharge planning with clients by ascertaining client's desired housing level and current level of functioning.
- Meet regularly with clients on an individual basis to discuss the problems they encounter and the challenges they face in meeting their goals, develop strategies to deal with these challenges and resolve problems.
- Teach the dynamics of domestic violence to assist the client to break free from the abusive situation.
- Serve as a positive role model for the clients. All interactions will be conducted in a positive and professional manner.
- Maintain complete, accurate and confidential client records and statistical data of service provision.
- Teach and assist with daily housekeeping skills.
- Provide follow-up services to nonresidential families as the need related to domestic abuse; assure smooth linkage to service providers.
- Establish and maintain a working relationship with service providers to assure basic needs of clients are met.
- Interact with various authorities and professionals on behalf of the client, all in accordance with HIPAA guidelines and agency policy. Make available a full range of services to include: transportation, 24 hr. crisis outreach services, case management, service linkages, apartment searches, set-up and household moves, client advocacy, landlord negotiations, support groups.
- Act as a liaison between victims, the intervention system and interagency review groups.
- Communicate to victims all safety/security procedures and assist with fire drills and safety inspections as assigned.
- Assist with child care responsibilities as necessary. Plans and leads recreational activities for the children of clients. Maintains children recreational/program area, supplies, and is responsible for safety of equipment and environment.

Education, Skills, and Qualifications (preferred):

- Associates Degree in Human Services preferred; minimum High School Diploma or GED required, and 1 year relevant experience working with victims of domestic violence. (*Relevant work experience could include volunteer work experience with victims of domestic violence and/or in the direct provision of human services.*)
- Twelve hours of training may be substituted for one year of relevant work experience in the topics of: 1.) The dynamics of family violence; 2.) Child abuse reporting requirements; 3.) Confidentiality issues; 4.) Legal remedies; and 5.) Community resources and services. Six hours of training will be equivalent to six months of work
- Strong oral and written communication skills
- Working knowledge of basic computer software, Microsoft Word, Excel and Outlook
- Valid driver's license, acceptable driving record.

**Compensation commensurate with education and experience
All overnight hours worked are paid at an additional \$1.00 per hour.**

- Employee Benefits:
- Paid Vacation, Sick, Personal and Holidays
- Health, Dental and Vision
- Agency funded Health Savings Account (upon group health insurance election)
- Life, ADD and LTD
- 401 (k) employer contribution