

Position:	<u>HOUSING RELIEF ADVOCATE</u>
Reports to:	Emergency Shelter Program Director and Transitional Housing Program Director
Hours:	Occasional/On-call
Salary Range:	Starts at \$12.40 per hour, time and a half on agency holidays
Classification:	Non-exempt, Occasional position; N3 Responsibility Level
Start Date:	Open until Filled

Eastside Domestic Violence Program's vision is to end domestic violence by changing individual, institutional and societal beliefs, attitudes and behaviors that perpetuate it. To achieve this, we will work with the community to:

- **PROVIDE** services in East & North King County to people, primarily women and children, who have experienced physical, emotional or sexual abuse;
- **PREVENT** domestic violence through advocacy, education and support.

OVERVIEW: *Eastside Domestic Violence Program provides supportive housing for families and individuals that are in need of emergency, confidential shelter or longer-term transitional housing due to domestic violence. In addition, we have a motel/hotel voucher program, a transportation program, a community based advocacy program, and a 24-hour crisis line. The Housing Relief Advocates are responsible for providing the daily advocacy-based counseling, emotional support and advocacy sessions to the survivors and children in residence at our housing facilities. Relief advocates are hired to work on an as-needed basis. This position has no set schedule and can work at the mutual discretion of themselves and the agency. Unless specific arrangements to the contrary are made at the time of hire, relief advocates are not entitled to benefits except as required by federal and state law. Relief workers will have the opportunity to apply for full-time and regular part-time positions when available.*

KEY RESPONSIBILITIES:

- Provide advocacy-based counseling to survivors of domestic violence in an emergency shelter and/or transitional housing facility setting.
- Screen domestic violence survivors who are in need of emergency, confidential shelter due to the actions of an abusive partner or ex-partner.
- Screen survivor referrals for transitional housing program.
- Support incoming residents by conducting intakes and new resident orientations, properly documenting abuse history and other relevant information.
- Coordinate advocacy needs, information and referral services for residents.
- Crisis intervention and conflict resolution with residents.
- Maintain resident logs and records.
- Facilitate support groups and education groups as assigned by the Shelter and/or Transitional Housing Program Directors.
- Remain knowledgeable of shelter and agency guidelines and procedures so independent decisions may be made in emergency as well as daily situations.
- Participate in all staff meetings, MSH staff meetings, and MFP staff meetings when shelter schedule allows.
- Work closely and cooperatively in team setting with shelter and agency-wide staff and volunteers.
- Provide transportation as needed to residents.
- Provide support to Resource Coordinator
- Prepare Apartments for incoming residents; provide necessary room prep, entrance sessions and supplies for apartment.
- Provide support to the Children's Program Coordinator.
- Must complete 20 hours of advocacy training prior to providing direct service.
- Must complete 30 hours of continuum training after first year of hire.
- Remain knowledgeable of contracts ensuring we are in compliance.

- Other duties as assigned.

MINIMUM QUALIFICATIONS:

I Requirements:

- B.A. in related field. Work experience may be substituted for education.
- One (1) year experience in crisis intervention and domestic violence advocacy required.
- One (1) year experience providing direct services to women in residential or social service setting required.
- Ability to interact well with children of all ages.
- Experience in the area of chemical dependency a plus.
- Experience, ability and willingness to work as a team with culturally diverse staff, volunteers and residents.
- Bi-lingual a plus.
- Dependable transportation and valid Washington State Driver's License.
- Updated CPR and First Aid Certification required.
- AIDS/HIV Certification required.
- Basic Computer Skills.
- Must be able to lift up to 50 lbs and traverse stairs.

II Core Competency Requirements: *EDVP's employees are made of people who believe EDVP's team spirit is, as its core, made up of twelve (12) competencies:*

- DEALING WITH AMBIGUITY
- COMPASSION
- LEARNING ON THE FLY
- PRIORITY SETTING
- ACTION ORIENTED
- BUILDING EFFECTIVE TEAMS
- APPROACHABILITY
- CUSTOMER FOCUS
- INTEGRITY AND TRUST
- MANAGING DIVERSITY
- PROBLEM SOLVING
- LISTENING

TO APPLY:

- Call EDVP job line at (425) 562-8840, ext. 402, to request an application packet or visit <http://www.edvp.org> to download an application packet and history check form.
- Please return your cover letter, resume, application packet & history check form to:
Eastside Domestic Violence Program
ATTN: Human Resources
P.O. Box 6398
Bellevue, WA 98008-0398
FAX: (425) 649-0752
- If all four application parts are not turned in, application will not be considered.
- Applications will be open until the position is filled.

EASTSIDE DOMESTIC VIOLENCE PROGRAM IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. WE VALUE DIVERSITY ON OUR STAFF. SURVIVORS OF DOMESTIC VIOLENCE AND WOMEN OF COLOR ARE ENCOURAGED TO APPLY.