

**WOMANHAVEN A
CENTER FOR FAMILY SOLUTIONS**

Department: CFS Shelter +Walking's	Location: Emergency Shelter/Main Office
Job Title: Advocate Liaison	Salary Range: \$17-\$19 Hour
Reports To:	
Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/>	Hours <u>40</u> / week <input type="checkbox"/> <input checked="" type="checkbox"/> Non-exempt Position

Summary: : The purpose of this position is to provide community-based, culturally and linguistically responsive services for domestic violence survivors, their families and Homeless people in Imperial County. The Advocate Liaison will provide: in-person peer counseling, safety planning, education, risk assessment, and referral to Imperial County residents. The position will also expedite access to WOMANHAVEN's emergency, relocation services and other supportive wrap around services at the community office. Responsible for ensuring the safety and well-being of those living at the emergency shelter on weekends, evening shifts and fill day shifts on a substitute basis as needed.

ESSENTIAL FUNCTIONS:

- 1) Answers Crisis Center Hotline
- 2) Responsible for referring clients to services needed and requested by the clients.
- 3) Serve as a Liaison between community resources and resident clients.
- 4) Works closely with Crisis Intervention team to provide support for client services for Legal Advocacy in accordance to Grant objectives.
- 5) Provides emergency care to persons in crisis by assisting with information to appropriate staff.
- 6) Work with Clients to plan short and long term goals weekly and monthly
- 7) Responsible for the shelter upkeep, cleanliness, submitting equipment repair request and overall shelter facility maintenance.
- 8) Complete Shelter Maintenance daily checklist for weekly report to Empowerment Serv. Coord.
- 9) Assist the Empowerment Serv. Coord. in maintaining food in pantry and pantry cleaning, obtaining supplies and cleaning supplies for shelter.
- 10) Educate and provide nutritional information to clients
- 11) Maintain Shelter records, operation data and client records daily and comply with reports timelines.
- 12) Ensure the safety of the Adult and Child residents at all times.
- 13) Conduct a weekly shelter inspection walk through
- 14) Report any Shelter Rule and Procedure violations to Supervisor
- 15) Meets regularly with Case Manager and other team members to assist with Resident clients.
- 16) Provide client transportation when needed.
- 17) Address client concerns to resolve issues to the best interest of residents and shelter procedures.
- 18) Availability to do shift work and work on weekends and been on call.
- 19) Availability to work from the main office and Shelters

OTHER RESPONSABILITIES:

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1) Performed other duties as assigned.
SUPERVISORY RESPONSABILITIES:
1) N/A
INTERNAL/EXTERNAL RELATIONSHIPS:
1) Ability to build a broad working relationship with staff and clients.
EDUCATION,KNOWLEDGE,SKILLS, ABILITIES, AND EXPERIENCE REQUIRED/PREFERRED:
1) High school diploma or GED, some college (R) 2) Bilingual Fluent (English and Spanish)(R) 3) General knowledge of domestic violence (P) 4) 2 years' experience in a social service setting, preferably handling crisis calls (P) 5) Strong ability to multi-task and make critical decisions without a supervisor present (R) 6) Ability to handle on-site crisis, and adapt to the changing needs of the families we serve (R) 7) Positive attitude and strong empathy skills are necessary. (R) 8) The ability to develop client relations and show excellent hospitality to them.(R) 9) Computer literate; proficient in the use and operation of computers and basic MS applications (Word, Excel, Access, Outlook) (R)
LICENSES AND CERTIFICATES:
Per California Evidence Code 1037.2 of the Cal-OES 40 hour training, the following applies: 1) 40 hours Domestic Violence Counselor training per California Evidence Code 1037.2 to be completed within 90 days (3 months) of employment. 2) 8 hours (of the 40 hours) must be completed prior to direct client contact. 3) 16 hours of annual continued education (CE) of which 8 hours must include Rape/Sexual Abuse/Multicultural, Cross Cultural and Multiethnic Diversity topics and 8 hours devoted to Domestic Violence topics. 4) Must possess a valid California driver's license/minimum vehicle insurance required by law and maintained throughout the duration of employment.
PHYSICAL REQUIREMENTS:
1. The working environment for this position is an office that is mostly clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. 2. In the course of performing this job, the incumbent typically spends time standing, Lift up to 25 pounds walking, sitting, listening/speaking, reading and writing.

I have read the above job description and fully understand the requirement set forth there.	
Employee's signature: _____	Date: _____
Employee Name: _____ Print	

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