

**DOMESTIC VIOLENCE ASSOCIATION OF CENTRAL KANSAS**  
**JOB DESCRIPTION**

**WEEKEND ADVOCATE**

**QUALIFICATIONS:**

Must be able:

- to work in a non-judgmental manner with individuals of all races, ages, and economic levels who are in crisis situations;
- to handle emergency situations and multiple priorities which necessitate immediate decisions;
- to work calmly and effectively in a stressful environment;
- to maintain professional and ethical boundaries;
- to work as a team player with other staff.

Must have:

- ability and experience to facilitate support groups;
- familiarity with community resources, particularly 24-hour services;
- sense of dedication to DVACK and its purpose;
- initiative, integrity and strong sense of professionalism;
- ability to have empathy and be an effective active listener;
- a dedicated interest in issues affecting women;
- excellent organizational skills and be self-motivated.

**REQUIREMENTS:**

High school diploma a must. Prefer at least two years of college with classes in social work, psychology or human service or equivalent work experience with a human service agency. Must be able to maintain a flexible schedule. Must have automobile in good working condition and valid Kansas Driver's License.

**RESPONSIBILITIES:**

Smooth, efficient, supportive operation of facility (shelter) during weekend hours while shelter is occupied including:

- cleanliness, upkeep and security of facility;
- security and comfort of residential clients;

**DUTIES:**

- Answer 24-hour crisis line and consult with staff on-call as needed;
- Provide direct advocacy services to residential clients including but not limited to crisis intervention, counseling, safety planning, information and referral, and personal advocacy in a positive victim centered manner;
- Conduct weekly house meeting with residential clients;
- Maintain facility and client security;
- Carryout tasks as assigned by the Shelter Manager and Director of Client Services in order to maintain facility operations;
- Complete all required documentation for statistical purposes.

**WORK HOURS AND RATE OF PAY:**

- Basic work schedule will be 9:00 p.m. Friday through 9:30 p.m. Sunday based on Weekend Residential Staff rotation; every other or every third weekend.
- \$7.25 per hour

**ACCOUNTABILITY:**

Directly accountable to the Director of Client Services and Executive Director.