**DOMESTIC VIOLENCE ASSOCIATION OF CENTRAL KANSAS**

**JOB DESCRIPTION**

#### NIGHT RESIDENTIAL 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;
* handle emergency situations which necessitate immediate decisions;
* work effectively in a stressful environment;
* work as a team player with other staff.

Must have:

* 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 a good 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

 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

 nighttime hours including:

* cleanliness, upkeep and security of facility
* security and comfort of residential clients

**DUTIES:**

1. Answer crisis line and refer to phone volunteers

2. Positive supportive interaction with residential clients with their security and comfort in mind.

3. Conduct weekly house meeting with residential clients

4. Facility and client security

**WORK HOURS:**

Basic work schedule will be:

 9:00 p.m. to 7:00 a.m. Tuesday and Thursday nights every week

**ACCOUNTABILITY:**

Directly accountable to the Shelter Supervisors