**DOMESTIC VIOLENCE ASSOCIATION OF CENTRAL KANSAS**

**JOB DESCRIPTION**

**WEEKEND 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 and multiple priorities which necessitate immediate decisions;
* work calmly and effectively in a stressful environment;
* maintain professional and ethical boundaries;
* 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;
* excellent organizational skills and be self-motivated

**REQUIREMENTS:**

High school diploma is a must. Experience in social work, psychology or human service or equivalent work experience with a human service agency preferred. Must be able to maintain a flexible schedule. Must have a vehicle in good working condition and a 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 house meetings with residential clients;
* Maintain facility and client security;
* Carryout tasks as assigned by the Shelter Supervisors, 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:**

* Day and Night Shifts Available
* $10.00/Hour

**ACCOUNTABILITY:**

Directly accountable to the Shelter Supervisors, Shelter Manager and Director of Client Services