



# Seekhaven

## **Position: Shelter Victim Advocate**

**Status:** Non-Exempt- Full Time/Year-Round

**Supervisor:** Shelter Manager

**Starting Wage:** \$21.00 /hr

### **Job Description:**

The Shelter Victim Advocate will assist shelter residents in identifying needs, making safety plans, and achieving self-identified safety/security goals. Provide crisis counseling, transportation, legal and medical advocacy, and life skills training for shelter clients during the work week. Assist residents with implementation of action plans and safety planning. Assist residents in relocating to a long term, stable location. Maintain a high standard of professionalism, ethics and confidentiality. Perform other duties as assigned by the Shelter Manager.

### **Expectations and Responsibilities:**

The Shelter Victim Advocate will serve as the primary advocate for all shelter residents. Work in tandem with other staff to meet clients' needs, and refer residents to Outreach Advocates upon departure from emergency shelter. Report to the Shelter Manager. The Shelter Victim Advocate is responsible for the following functional areas and associated duties including but not limited to:

### **Advocacy**

- Provide professional knowledge of evidenced-based concepts, principles, procedures and practices for survivors of domestic and sexual violence
- Complete resident intakes and assist survivors in creating an individual safety plan, and a danger assessment, when needed
- Respond empathetically to residents to reduce levels of trauma and provide support during crisis intervention
- Refer individuals to appropriate community resources for additional assistance and counseling
- Assist residents with completing Crime Victims Reparations (CVR) applications
- Provide support and advocacy through the judicial and criminal justice processes
- Follow state and federal laws on victim confidentiality

*UPDATED: 03/30/2023*

- Assist residents in developing goals and navigating the necessary steps to reach them
- Respond to crisis intervention and needs during shift hours
- Coordinate with other program components with case management of clients, and make appropriate out-of-agency referrals to assist clients in obtaining permanent, safe housing
- Provide client transportation as it pertains to Client Service/Action Plan
- Documentation in daily client logs
- Complete required paperwork, including Seekhaven's client information forms, confidentiality agreement, information sharing agreements and medical and legal releases

### **Sexual Assault Support**

- Attend forensic exams during on-call shifts. Coordinate on-call calendar Sexual Assault Service Provider (SASP)
- Provide support and advocacy through medical processes
- Assist survivors in completing CVR Code-R applications
- Coordinate Sexual Assault Response Team (SART) meetings with Moab Regional Hospital and law enforcement

### **Housing Support**

- Identify housing residents' housing needs and develop relocation goals within a realistic and appropriate timeline
- Assist residents in completing housing applications and CVR relocation requests
- Offer landlord intervention and advocacy for residents in the process of relocating
- Identify monetary needs and coordinate financial assistance with Transition Specialist
- Refer residents to Transition Specialist in need of budgeting and other life skill development

### **Required Skills and Background**

- Bachelor's degree in social services or related field, or 2 years related work experience
- Strong computer skills in Excel, Word, Internet and Gmail
- Must have experience working with highly vulnerable populations including those with substance abuse issues, mental health concerns, and chronic illnesses
- Ability to communicate effectively, provide conflict resolution, problem solve, and manage crisis. Excellent ability to assess and intervene with appropriate and effective intervention

*UPDATED: 03/30/2023*

- Must complete the Core Advocacy Training by UDVC and Sexual Assault Counselor training by UCASA within first year of Seekhaven employment
- Maintain current CPR and First Aid certification
- Must be at least 18 years of age
- Must pass a criminal background check
- Must have a valid driver's license

### **Physical Demands**

- Must be able to lift up to 25 pounds
- Must be able to work in a high paced environment with many constant distractions, including a shared office space
- Must be able to drive a vehicle to provide mobile advocacy services.
- Must be able to move across Seekhaven's campus continuously as well as travel to off-site locations, when needed.

\* Seekhaven will make the necessary accommodations to individuals with disabilities; to the best of our ability.

### **Emotional Demands:**

- Must be able to professionally regulate oneself when listening to disclosures of physical and sexual violence, emotional and economic abuse, child abuse, drug use and suicidality; Must provide compassion, validation and support to clients in crisis.
- Must be able to set and maintain emotional boundaries with clients, avoiding attachments and ensuring that these relationships are professional, client-led, and consistent with agency standards.
- Must be able to practice self care and leverage supportive resources offered within the agency or elsewhere.
- Must be able to regulate oneself while both providing and receiving constructive criticism; must demonstrate adaptability to achieve Seekhaven's mission, promote a healthy work environment and support victims of abuse and violence.