



Position Announcement

- Position:** Staff Relief Advocate – Direct Service
Hours: On Call
Wage: \$12.75/hour; \$19.13/hour for holidays.
Potential for future full-time benefitted employment.
Benefits: Employee Assistance Program provided.
Applications Due: **Open**
To Apply: Please send a one-page cover letter addressing your qualifications for the job, a current resume and 3 references to sandys@safeplaceolympia.org. You may also deliver your application packet to: SafePlace, 521 Legion Way SE, Olympia, WA 98501, Attn: HRD.

Key Responsibilities:

- Provide emotional support and advocacy services to sexual and domestic violence clients.
- Provide appropriate documentation of client contact.
- Maintain appropriate documentation of shift activities. Prioritize resident contact and daily work to ensure shift information is shared with appropriate shift workers.
- Ensure shelter security for the protection of the residents.
- Perform general administrative tasks regarding client assistance.
- Work with the Residential Services Program Manager to identify potential changes to current operational systems when needed.
- Attend required monthly SARP team meeting. Attendance at residential services meetings and direct services meetings, including all-staff meetings and all agency meetings, is encouraged.
- Perform duties as described in a culturally responsive manner.

Minimum Qualifications:

- High school diploma or general education degree (GED) required.
- Completion of the initial SafePlace Advocate Core Training. Other equivalent training will be considered in lieu of the initial SafePlace training requirement.
- Experience providing crisis intervention and/or sexual assault and domestic violence survivor advocacy. Experience or training in the following areas may be considered in lieu of the before mentioned qualifications: counseling and/or advocacy services, social work, or other social service agency work.
- Experience providing services in a culturally relevant manner in the performance of duties.
- Experience with basic computer skills, including word processing, and knowledge of the Internet and e-mail.
- Experience in prioritization and problem solving.
- Experience with effective communication, both verbally and in writing.
- Competent in resolving conflict and setting boundaries.

- Willingness to participate in clear and timely communication with supervisor concerning availability for filing shifts and reporting any changes in availability.
- Ability to organize effectively.
- Ability to handle detailed work accurately and to handle multiple tasks efficiently.
- Ability to work independently
- Ability to handle stress effectively.
- Ability to react calmly and quickly to emergency situations.
- Ability to maintain a positive attitude in a crisis intervention work environment.
- **Have a car and current automobile liability insurance or have access to transportation to respond to offsite locations within 20-30 minutes, and a telephone.**
- Commitment to the need for client and agency confidentiality.
- Agreement with the Safeplace philosophy statement.

Preferred Qualifications:

- Bilingual/bicultural in Spanish or Asian languages and English.
- CPR/first aid training certification.

SafePlace is an equal opportunity employer. Our agency is committed to a culturally and ethnically diverse work place. Survivors of domestic and sexual violence are encouraged to apply.

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