



**Job Title:** Domestic Violence Shelter Advocate  
**Reports To:** Shelter Manager  
**FLSA Status:** Part-time, Non-exempt

## **SUMMARY**

The Domestic Violence Shelter Advocate provides support and advocacy to victims of domestic violence, both in the emergency shelter and via a 24-hour crisis line.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Conducts Shelter intakes, including screening, interviews, orientation to the Shelter facilities, room assignments, and completion of intake paperwork.
- Conducts exit interviews and ensures the completion of client-based data and exit paperwork.
- Maintains coverage of the 24-hour crisis and business lines; provides quality information and referrals.
- Performs crisis intervention and safety planning for shelter residents and crisis line callers.
- Ensures residents safety through regular facility checks.
- Assists in the implementation of Shelter policies and procedures. Models, explains, and enforces Shelter rules and policies.
- Assigns chores and ensures that the Shelter is neat, clean and in adherence with State and local health standards.
- Maintains effective working relations with residents, staff, volunteers and the general public.
- Collects and enters client data and service data.
- Participates in monthly staff meetings and internal trainings.
- Ensures that all services adhere to the principles of Advocacy Based Counseling (ABC).
- Maintains confidentiality of communication and records in accordance with State and Federal laws.

This is a general description of the responsibilities for the Domestic Violence Shelter Advocate position; other duties may be assigned by supervisor as needed.

## **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Proficient in Microsoft Office applications
- Ability to work as a member of a team and independently
- Ability to read, analyze, and comprehend safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively to clients and the general public
- Ability to manage multiple tasks with very specific deadlines

- Ability to apply broad concepts appropriately and consistently to varied situations.
- Commitment to YWCA vision, mission and values
- Commitment to work effectively with diverse people
- Ability and willingness to work with survivors of trauma, domestic violence, and sexual assault

### **REQUIRED EDUCATION AND/OR EXPERIENCE**

YWCA Advocates must have a minimum of 20 hours initial Domestic Violence Victim Services Training, plus a minimum of 20 hours continuing education victim services training, annually.

### **PREFERRED EDUCATION AND EXPERIENCE**

- Bachelor's degree from an accredited four-year college or university; or one to two years related experience in case management and/or training; or equivalent combination of education and experience.
- CPR & First Aid Certification
- Experience with crisis intervention techniques
- Experience with client and systems advocacy

### **OTHER QUALIFICATIONS**

- Vehicle
- Washington State Driver's License
- Driver's Insurance, per Washington State Law
- Acceptable State Patrol Criminal History Record

### **HOURS, RATE AND BENEFITS**

- Hourly rate: \$15.00
- Hours per week: 20
- Typically after two years of employment, employees are eligible to participate in the YWCA Retirement Fund

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to sit, go up and down stairs and talk and hear. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.



**APPLICATION PROCESS**

Send a resume and cover letter detailing how your qualifications meet those needed of the position. All application materials must be sent to:

YWCA Kitsap County Hiring Manager  
employment@ywcakitsap.org

Please reference Part-time Shelter Advocate in the subject line.

*YWCA Kitsap County is an Equal Opportunity Employer*