

**Safe Passage  
Residential Advocate  
Job Description**

Qualifications

1. High School diploma or equivalent, some college preferred, life experience will be taken into consideration.
2. Ability to relate to individuals and groups in an empathetic, non-judgmental manner, possessing maximum insight and self-awareness to be confident in the role, with knowledge of personal capabilities and limitations.
3. Knowledge of dynamics of family violence and the problems that victims of domestic and sexual violence face.
4. Leadership skills.
5. Possession of a valid S.C. driver's license and an automobile which can be used during working hours.
6. Ability to work flexible hours including nights, weekends, and holidays.

Responsibilities

1. Phone, In-takes and Exits
  - a. Answer crisis line, within 3 rings
  - b. Fill out in-takes and exits, as needed
  - c. Issue linens, clothing and personal care items, as needed
  - d. Assign rooms and give tour of shelter
2. Provide individual and family support for victims of domestic and sexual violence.
3. Complete monthly and quarterly program reports to funding sources.
4. Provide 24-hour back up to volunteers and staff who may not be able to meet scheduled commitments or who need assistance with in-take procedures and problems at the shelter.
5. Maintain accurate and current case files and complete necessary reporting forms
6. Attend staff and supervisory meetings as scheduled.
7. Maintain effective and cooperative relationships with agency staff and volunteers.
8. Develop progression techniques and skills by attending workshops and reviewing literature.
9. Assist in training volunteers who assist in achieving **SAFE PASSAGE** objectives.
10. Perform all other duties as assigned.

**In addition to the above responsibilities all employees of Safe Passage:**

Must demonstrate respect for the dignity and equality of all people.

Maintain standards of confidentiality in accordance with SAFE PASSAGE Policies.

Display a commitment to the mission of the agency and adhere to all policies and procedures.

Staff must present a positive public image of the program through a high level of professionalism.

Have the ability to travel, work flexible hours and to maintain a positive leadership role.

**THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT.**

**Safe Passage  
Shelter Advocate  
Job Description**

Qualifications

1. BA or BS in Human Services or related field, life experience will be taken into account.
2. Ability to relate to individuals and groups in an empathetic, nonjudgmental manner, possessing maximum insight and self-awareness to be confident in the role, with knowledge of personal capabilities and limitations.
3. Knowledge of dynamics of family violence and the problems that victims of domestic and sexual violence face.
4. Knowledge of group process and the ability to lead or organize a wide variety of group formats
5. Leadership skills.
6. Ability to make speeches, present workshops, and relate to groups in a non-threatening manner.
7. Possession of a valid SC driver's license and an automobile which can be used during working hours.
8. Ability to work flexible hours including nights, weekends and holidays.

Responsibilities

1. Phone, In-take and Exits
  - a. Answer crisis line, within 3 rings
  - b. Fill out in-takes and exits, as needed
  - c. Issue linens, clothing and personal care items, as needed
  - d. Assign rooms and give tour of shelter
2. Provide individual and family counseling for victims.
3. Provide group counseling for clients who have been victims of domestic violence.
4. Conduct in-take interviews and assist clients according to individual needs (i.e. crisis intervention, assessment of needs and provision of emergency shelter, transportation, food and referrals).
5. Complete monthly and quarterly program reports to funding sources.
6. Provide supervision and assist Director with programming for Student Intern program.
7. Provide 24-hour back up to volunteers and staff who may not be able to meet scheduled commitments or who need assistance with in-take procedures and problems at the shelter.

8. Maintain accurate and current case files and complete necessary reporting forms.
9. Attend staff and supervisory meetings as scheduled.
10. Maintain effective and cooperative relationships with agency staff and volunteers.
11. Develop progression techniques and skill by attending workshops and reviewing literature.
12. Attend community and state meetings and participate as a representative of SAFE PASSAGE.
13. Assist in training volunteers who assist in achieving SAFE PASSAGE objectives.
14. Perform other duties as assigned.

**In addition to the above responsibilities all employees of Safe Passage:**

Must demonstrate respect for the dignity and equality of all people.

Maintain standards of confidentiality in accordance with SAFE PASSAGE Policies.

Display a commitment to the mission of the agency and adhere to all policies and procedures.

Staff must present a positive public image of the program through a high level of professionalism.

Have the ability to travel, work flexible hours and to maintain a positive leadership role.

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