



## **JOB POSTING**

### **RESIDENTIAL ADVOCATE**

**Posting Date:** March 13, 2024  
**Position Title:** Residential Advocate  
**Classification:** Non-exempt status  
**Reports to:** Shelter Director  
**Anticipated Start:** April 1, 2024

**JOB HIGHLIGHTS:** The Residential Advocate is responsible for providing direct services to survivors of domestic violence, sexual assault, and human trafficking, which includes, but is not limited to: responding to hotlines, providing accompaniment, advocacy, counseling, assistance with Office of Victim Services (OVS) applications, and maintaining client records using our online client data management system. **This position is a 5-day per week, Tuesday through Saturday, role. It also requires the ability to work flexible hours when needed and placement on the on-call rotation.** This is a full-time, 35 hour-per week, *non-exempt* position that reports to the Shelter Director.

**LOCATION:** This opportunity is an in-person role based in Rockland County, New York.

#### **YOU'LL BE RESPONSIBLE FOR...**

- Conducting intakes with new clients entering the residential shelter, and exit interviews.
- Ongoing service plans for clients.
- Providing case management and advocacy services.
- Providing advocacy on behalf of clients with relevant social service, law enforcement, and medical systems.
- Providing education on the Center's domestic violence and sexual trauma analyses.
- Transporting clients to necessary appointments.
- Accompanying clients to necessary appointments (e.g., DSS, medical, school, housing, employment search).
- Scheduling individual meetings with clients that include problem solving, discussion of options, emotional support, and safety planning.
- Supporting clients during their search for safe, affordable and appropriate housing.
- Educating clients regarding options and strategies that they can utilize to increase their chances of obtaining and keeping housing, while attempting to live free of violence.
- Co-facilitating groups to allow discussion of pertinent issues and problem solving.
- Making appropriate referrals for continued supportive services to families.

- Assisting with maintaining the upkeep of the residential site and shelter guidelines.
- Maintaining complete, accurate, and timely records, client files and daily logs.
- Preparing all necessary reports in a timely manner, including collection of data needed for reports.
- Attending staff meetings, direct service trainings, and supervision.
- Providing on-call backup for the Shelter.
- Participating in required professional development and training opportunities.
- Additional duties as assigned by supervisor.

### **YOU MUST HAVE...**

- Sensitivity and understanding of challenges specifically impacting survivors of domestic violence, sexual assault and human trafficking, and the ability to respond effectively to people in crisis.
- Bilingual skills are a plus.
- Cultural competency (or a willingness to be trained) in working with people from diverse cultures and backgrounds.
- Commitment to teamwork and collaboration, as well as the ability to work independently.
- Demonstrated ability to exercise good judgment and take initiative.
- Utmost ability to maintain confidentiality.
- Strong analytical abilities and organizational skills.
- Strong written and verbal communications skills.
- Ability to work in a fast paced, crisis-oriented environment: assess priorities, take initiative, handle multiple assignments and meet deadlines.
- Proficiency with word processing and databases.
- A willingness, and the ability, to work flexible hours, including early mornings, evenings and weekends.
- The ability to attend all agency-required trainings, including a weeklong onboarding training in other Center departments.
- While performing the duties of the job, you must possess the ability to communicate with staff and clients.
- Some occasional lifting may be required (please speak with Human Resources to request accommodations).
- A valid driver's license and access to reliable, insured transportation are required.

### **YOU'LL BE SUCCESSFUL IF...**

As a passionate advocate for social justice, you adopt an anti-racist and anti-oppression lens to understand gender-based violence. You recognize that victims and survivors come to the Center while navigating different structural and social injustices that affect their experiences of survivorship. You also understand that this work requires an ongoing commitment to developing the language and tools we need to undo institutional oppression. You are flexible and work well as part of a team and independently. You have excellent time-management skills and a demonstrated ability to multi-task. You are accountable for doing what you say you are going to do.

**TEAM OVERVIEW:** The Center's Residential Advocate is a key position within the Residential Services Department. The Residential Advocate also works closely with our colleagues in all of the other departments, providing a holistic range of supports for individuals and families experiencing domestic violence, sexual assault, human trafficking and other crimes. This position furthers the Center's mission in accordance with our [mission, values and vision](#).

**ORGANIZATIONAL OVERVIEW:** At the Center, we strongly believe that integrating a world-changing approach into all areas of our work is essential to ending domestic violence, sexual assault, human trafficking, and other crimes. Our dynamic and diverse team of compassionate advocates is working to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

The Center is a 501(c)(3) nonprofit organization, responding to domestic violence, sexual assault, human trafficking and other crimes in Rockland County, New York, by providing multi-lingual, trauma-informed legal and supportive services. We bolster our work with clients by engaging in extensive outreach and community education, strengthening the systemic response to all forms of gender-based violence.

**GREAT BENEFITS AND PTO PACKAGE:** The Center's employees enjoy a generous health benefits package that includes medical, dental and vision care. We offer additional benefits at no cost to the employee, which reflects a commitment to the future well-being of our employees. PTO and self-care are important to us and we offer a comprehensive PTO plan that includes a minimum of 34 days and 12 holidays. A 401k plan is also available.

**SALARY: \$58,000-\$63,000 (depending upon language skills)**

**APPLICATION INSTRUCTIONS: NO PHONE CALLS PLEASE.** To apply, please submit a cover letter and resume via email to Human Resources at [humanresources@centersc.org](mailto:humanresources@centersc.org) with the job posting title in the subject line: *Residential Advocate*.

*Center for Safety & Change values you, your growth, and your contributions. The Center believes that an effective, broad-based movement for social transformation must be rooted in anti-racist and anti-oppression principles as we work towards a more just and equitable society. BIPOC, people with disabilities, and members of the LGBTQ+ Community are encouraged to apply. The Center's policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.*

For Information on the Center for Safety & Change please go to  
[www.centerforsafetyandchange.org](http://www.centerforsafetyandchange.org)