



## **Bilingual Shelter Advocate: Overnights and Weekends - Job Description**

*Updated February 27, 2023*

**Job Title:** Bilingual Shelter Advocate: Overnights & Weekends

**Department:** Shelter

**Reports To:** Shelter Manager, Program Director, Executive Director

**FLSA Status:** Non Exempt, 32+ hours per week

**Compensation:** \$43,680 - \$52,000

**Benefits:** Medical, Dental, Vision, 401K, and Life Insurance

**Email cover letter and resume to:** [sarahe@napanews.org](mailto:sarahe@napanews.org)

### **Agency Description**

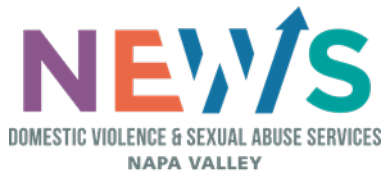
NEWS is honored to provide domestic violence and sexual abuse advocacy services throughout Napa County. Recognized as a distinguished and well-respected nonprofit organization, NEWS believes that the pathways out of violence can be as individual as the people we serve. Our innovative programs and services reflect that belief. The agency was formed in 1981 to provide immediate safety assistance to people escaping violence. For 35+ years, NEWS has grown and expanded its services to include programs to address the whole person, including the needs of children who have been exposed to violence and abuse. Our team is grounded in the values of dignity and respect, both for those we serve and for ourselves. We are committed to continually working toward reducing domestic violence and sexual abuse, promoting healthy relationships and to building a violence free community for all.

### **Position Summary**

The Shelter Advocate: Overnight and Weekends, manages a variety of emergency domestic violence shelter activities during non-traditional business hours. This position is essential for ensuring adequate staff coverage at the 24 hour emergency shelter.

### **Primary Duties**

- Share responsibility for overall operations of the shelter and support all shelter clients on weekend and overnight shifts
- Screen prospective clients for the shelter, conduct intake interviews and assessments, and orient new clients to the shelter
- Help client's access available services, make sure clients understand what's required of them, offer support, assistance, advocacy, education, and counseling to all residents of the shelter as needed
- Transport and advocate for clients at their appointments
- Attend mandatory staff meetings and trainings
- Answer helpline calls and provide crisis intervention services to help clients. Helpline services include; referral and advocacy, DVRT/SART response coordination, and may result in a shelter intake
- Prepare for shelter tours/inspections. Participate in keeping shelter clean and organized.
- Attend NEWS events as an agency representative when needed



- Remain on shelter grounds at all times until shelter coverage has been fully assumed by another qualified employee or volunteer

### **Education, Experience & Language Skills**

Education in psychology or social work, particularly in trauma or family studies. Experience working with vulnerable and/ or traumatized children. Nonprofit experience a plus. Excellent communication and interpersonal skills. Ability to communicate clearly in writing, orally in English and in Spanish, with strong organizational skills. Ability to write reports, business correspondence, and procedures. Ability to effectively present information and respond to questions from supervisors, peers, donors, board, general public, etc.

### **Computer Skills, Certificates, Licenses, & Registrations**

Proven ability to work with a variety of programs including Word, Excel, Client Database, etc. Domestic Violence and Sexual Assault Counselor Certificate (or attain after hire). Valid California Driver's License required and current vehicle registration. Other mandatory certifications as needed.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. Employee is required to talk and hear, and use hands and fingers to operate a computer and telephone keyboard. Employee may be required to help move small items less than 45 lbs.

### **Work Environment**

NEWS is dedicated to providing safety, hope, healing and empowerment for survivors of domestic and sexual abuse. Equally, NEWS is committed to promoting safe communities and social change through prevention, intervention, education, and advocacy throughout Napa County. It is our belief that in order to promote respect within the lives of those we serve, we must first start by respecting and honoring those we work with here at NEWS.

### **Equal Employment Opportunity**

NEWS is an equal opportunity employer. Federal and State laws and the Agency's policy prohibit employment discrimination against applicants for employment and employees on the basis of age, ancestry, sex/gender (including gender identity,) pregnancy, childbirth and related medical conditions, marital status, registered domestic partner status, medical condition related to cancer or genetic characteristic, national origin, physical or mental disability, race, religion, sexual orientation or veterans' status. Discrimination is also prohibited on the basis of a perception that a person has any of the above characteristics.

### **Intent of Job Description**

This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a familiar level or difficulty.