

DOMESTIC ABUSE PROJECT OF DELAWARE COUNTY, INC.

14 West Second Street
Media, PA 19063

Job Description

Title: SAFE HOUSE ADVOCATE
Work Location: Shelter
Reports to: Shelter Manager
FLSA: Part-Time, Non-Exempt

The Domestic Abuse Project of Delaware County works to prevent domestic violence and empower victims to move towards self-sufficiency. DAP provides counseling, advocacy, legal services, and emergency shelter to victims.

The Safe House Advocate reports directly to the Shelter Manager, is a part-time staff member and provides coverage as needed.

ESSENTIAL DUTIES:

- Provide coverage for 24-hour hotline;
- Conduct screenings and intake for clients entering the Shelter, including orienting new residents to the site and acquainting them with safe house rules and regulations;
- Provide crisis intervention and options counseling to residents as needed;
- Monitor residents' adherence to Shelter policies and procedures;
- Conduct exit interviews with residents leaving the Shelter;
- Assist with the assignment and monitoring of resident chores;
- Complete scheduled housekeeping and maintenance tasks, including resident room checks;
- Monitor government food supplies and assure compliance with required procedures;
- Input statistical information on computer database as needed;
- Maintain up-to-date, accurate client records;

OTHER DUTIES:

- Submit daily service logs and bi-weekly time sheets;
- Participate in staff meetings and in-service training as appropriate;
- Other duties as assigned.

Educational Requirements: High school diploma or equivalent experience

Knowledge/Skills Required: Strong communication and problem solving skills, ability to work independently and as a team player, ability to work with diverse populations and in a multi-

disciplinary setting.

Experience Required:

Minimum one (1) year's experience in service-related field

Preferences:

Knowledge of domestic violence issues and the social service system, experience in crisis intervention experience working in a residential setting.

Nights and Weekends are required. Some Holidays are required.

Available shifts are: 7am-3pm / 3pm-11pm / 11pm-7am