



## **We're Hiring for an Overnight Weekend HAVEN Advocate!**

Catalyst Domestic Violence Services is seeking a compassionate and motivated candidate to fill an Advocate position at our confidential Housing Program. This position is responsible for direct services and coordination of educational, recreational and therapeutic programs for housing program participants. This position is also responsible for helping to create a welcoming and safe environment for individuals and families who come to stay in Catalyst's Housing Program.

Catalyst uses trauma-informed approaches and empowerment models to support people being victimized by intimate partner violence. We are looking for candidates who have skills/knowledge of these practices and who value the diversity of the human experience.

**This position will be 24 hours per week with an hourly rate of \$17 and a \$1/hour bilingual incentive. This position is based at Catalyst's confidential housing program. The schedule for this position will be Friday, Saturday, and Sunday 6pm-3am. It is an overnight, awake position.**

If interested in joining our team, provide a cover letter and resume one of the following ways:

**IF BY MAIL:** Catalyst, Attn: Ann Winters, PO Box 4184, Chico CA, 95927

**IF IN PERSON:** Submit a sealed envelope with your resume and cover letter and label it "Attn: Ann Winters" at 330 Wall St. Suite 50, Chico CA, 95928

**IF BY EMAIL:** [hiring@catalystdvservices.org](mailto:hiring@catalystdvservices.org) with the subject line: "Weekend Advocate"

For any questions, please contact Ann Winters 530-924-2689.

**Review of Applications will begin Tuesday, May 16, 2022.**

**This position is open until filled.**

### **EQUAL OPPORTUNITY EMPLOYER**

*It is the policy of Catalyst Domestic Violence Services to afford equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, marital status, veteran status, disability, medical condition (as defined by California Government Code section 12929), gender identity or sexual orientation.*



**POSITION:** HAVEN Advocate

**RESPONSIBLE TO:** Housing Director

**JOB SUMMARY:** Responsible for direct client services and coordination of educational, recreational and therapeutic programs for housing program participants. The schedule for this position is Friday, Saturday, and Sunday 6pm-3am

**RESPONSIBILITIES:**

- Demonstrate commitment to the agency's mission and values;
- Actively engage in the development and implementation of the agency strategic plan;
- Provide direct services, including but not limited to: crisis intervention (phone/drop-in), resource and referral, emergency transportation, shelter assessment and welcoming process;
- Coordinate educational, recreational and therapeutic programs and services at HAVEN with Catalyst staff and community agencies;
- Provide for overall needs of participants in housing programs including but not limited to:
  - Comfortable integration for new participants of the HAVEN and Cottage Program
  - Crisis intervention and support
  - Safety and exit planning
  - Conflict resolution
- Monitor overall safety, security and cleanliness of HAVEN including but not limited to:
  - Conduct regular perimeter checks of housing program property (indoor and outdoor) and report any irregularities;
  - Ensure participants are welcomed and settled in safely;
  - Individual room checks and locker checks;
  - Complete house laundry including towels and bedding as needed;
- Assist with the facility clean up, including staff areas, Participant common areas, sleeping areas, and bathrooms;
- Maintain, clean, and organize storage areas in HAVEN including linen storage, donation storage, file storage, and play storage;
- Maintain and update participant files and document statistics for services provided as per current policy;
- Document significant events related to facility, participants or hotline callers per agency policy;
- Assist with training and supervision of volunteers and interns based at HAVEN;
- Respond appropriately in emergency situations, including calls to fire and police when needed;



- Participate in regularly scheduled program staff meetings
- Attend staff in-service as required;
- Staff hotline minimum of 6 hours per quarter on-call;
- Other duties as assigned.

**QUALIFICATIONS:**

- Related lived or work experience or Bachelor's degree in Social Work, or human service discipline, or equivalent experience;
- Demonstrated ability to cope effectively in crisis;
- Excellent communication and organizational skills;
- Demonstrated ability to multi-task, work independently and as part of a team;
- Completion of mandated 40-hour training (post-employment);
- Ability to pass DOJ background check.

**COMPENSATION:**

- This is a 24 hours per week position;
- \$17.00 per hour;
- Bilingual Incentive \$1.00 per hour;
- Catalyst staff members who work 30 hours or more are eligible for dental, vision, and medical benefits as per current personnel policies.
- Travel reimbursement as per current personnel policies.