



POSITION: HAVEN Advocate, Overnight

RESPONSIBLE TO: Housing Director

JOB SUMMARY: Responsible for direct participant services and coordination of educational, recreational, and therapeutic programs for Housing Program Participants

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

QUALIFICATIONS:

- Related lived or work experience or Bachelor's degree in a human service discipline;
- 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 and *DMV record check (proposed)*;
- Reliable transportation, valid driver's license and auto insurance; willingness and ability to maintain a safe vehicle and driving status to use for transport of Participants and self for job duties.

COMPENSATION:

- This is a 24-36 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.

I have been given a copy of this job description: _____ Date: _____