

Klamath Advocacy Center

Position Title: **Shelter Advocate- Weekends Included**

Position: Full Time

Hourly wage: \$15.50 - \$17.50, Depending on Experience

Benefits: PTO and Medical Stipend

Job Description:

Klamath Advocacy Center shelter provides emergency housing to victims/survivors of domestic violence, sexual assault, stalking and human trafficking. This position is dedicated to helping families when they are in need of safe shelter. The advocate will provide emotional and logistical support and handling client issues as they arise. Advocate will be expected to model healthy coping strategies and be understanding of the various level of needs that our clients experience. This position will have the support of the administration while troubleshooting challenging issues or situations.

Duties and Responsibilities:

- Understanding program requirements & determining program applicability
- Providing support and developing individual safety plans
- Providing a safe space and contact to troubleshoot problems as they arise
- Transporting clients
- Making referrals to appropriate services, facilitating a warm hand-off when possible
- Taking case notes, and tracking client progress in program database
- Responding to calls during on-call rotation for helpline callers (afterhours)
- Supporting clients with varying levels of independence to become more self-sufficient
- Promoting life skills with clients

Position Requirements:

- Reliable, dependable, self-motivated and comfortable working independently
- Ability to remain calm in a crisis situation and capable of working with individuals in a heightened state
- 2 years case management experience
- Skilled in office computer use, i.e. Microsoft word, email, etc.
- Valid Driver's License
- Great communication skills
- Adherence to confidentiality standards

Preferred:

- Understanding of available community service providers and available local resources
- Familiarity with emergency shelters or residential programs
- Experience in advocacy
- Bilingual

Please send resume and cover letter directly to Christy.d@klamathadvocacycenter.org
Include a minimum of three professional references.