

Job Title

Family Advocate
SpringHaven, Inc. Domestic Violence Program
Elizabethtown, KY 42701

Pay and Benefits

\$17.00 per hour
Benefits: Dental insurance, Health insurance, Life insurance, Retirement plan

Job Type

Full-time

Requirements:

- At least 18 years of age. Bachelor's Degree in social work, human services, or 2 - years' experience in a related field.
- Knowledge of dynamics of domestic violence, safety planning, and justice system.
- Commitment to complete required Certified Domestic Violence Advocate Training.
- Valid Kentucky driver's license and proof of vehicle insurance.
- The applicant must also possess excellent written and verbal communication skills
- You must be able to pass the appropriate background checks before starting the position.

Duties:

- Answer the 24-hour crisis line.
- Provide crisis intervention, safety planning, and referral services.
- Initiate intake process on clients entering the shelter or outreach services.
- Assist in the orientation of new residents to the shelter.
- Complete intakes and assessments.
- To interact appropriately with residential clients as they work on their goals.

- Complete exit process, if resident exits on assigned shift.
- Complete daily service notes for residents.
- Compile and report statistical information on residents as required by funding sources.
- Supervise routine evening, night, and weekend activities in the Shelter.
- Check security system at beginning of each shift to assure all doors and windows are locked and that the security system is intact.
- Monitor the interior of the shelter at regular intervals during each shift to assure the safety and well-being of residents.
- Facilitate emergency response and safety procedures with shelter residents.
- Observe any conditions that need maintenance or repair, and send an electronic message for the House Advocate and Executive Director.
- Attend all required staff meetings and training.
- Perform all other duties as assigned by Executive Director.

Hours needed: and 4 p.m.-midnight. Days probably Saturday through Wednesday.

Due to the population, we serve it is encouraged to seek out a vaccine before starting. It is not mandatory however; it is a precautionary measure that is much needed in the Shelter/Residential environment.

No phone calls, please. EOE