



Position: Overnight/ Evening Advocate- FT

Rotating Shifts Mon-Fri 2:30 PM-11:00 PM, Thursday- Saturday 10:30PM- 8:30 AM

Status: Non Exempt

The Shelter Advocate promotes the mission and models the values of Anna Marie's Alliance by providing direct services to residents.

Major Responsibilities:

- Stay awake and alert for the full overnight shift, so as to respond to resident needs, and crisis and law enforcement phone calls
- Provide advocacy and support on woman's behalf, including housing, financial assistance and employment.
- Respond to crisis situations on telephone and within the shelter promptly, and provide resource information and referral.
- Maintain shelter security at all times. Clearly understands the shelter security system.
- Welcome new residents and assist in identifying immediate needs during intake process.
- Meet with residents and set goals, which must include housing.
- Assist women in identifying their strengths and assist them in exploring alternatives and solutions to barriers by provision of information on local resources and personal skill building.
- Conscientiously communicate information between shifts through logging and shift change activities.
- Understands the unique problems encountered by domestic violence victims needing advocacy services.
- Responds to victims and their children in crisis with appropriate interpersonal communication and intervention skills.
- Demonstrates the ability to work with people from diverse racial, cultural, social and economic backgrounds.
- Honor confidentiality and safety policies by keeping information regarding shelter location and clients confidential.
- Establish and maintain clear boundaries with clients regarding your personal life.
- Exhibits the ability to do independent work with minimum supervision and work as a team member.
- Assist women in clarifying their problems, identifying and exploring alternatives and solutions to those problems.
- Keep accurate records of statistics and give to Executive Assistant daily.
- Assist in household chores.
- Perform duties as assigned.

Required Competencies

Accountability:

- Demonstrates an ability to support and encourage women to develop confidence in their ability to help themselves.

PO Box 367, St. Cloud, MN 56302

24-Hour Crisis Line (320) 253-6900 | Administration (320) 251-7203

www.annamarie.org

**Communication:**

- Demonstrates a willingness to share ideas and perspectives and encourages others to do the same.
- Displays knowledge of chemical dependency and mental health issues.

Valuing and Leveraging Diversity:

- Values diversity and leverages the benefits of different perspectives.

Emotional Intelligence:

- Demonstrates the ability to tolerate ambiguity/stress.
- Balances feelings with reason, logic, and reality.

Work Environment:

- Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.

Physical Demands:

- Sitting, standing
- Use of computer, telephone
- Occasionally lift up to 30-35 lbs.
- Occasional light housekeeping such as sweeping, vacuuming, mopping dishes, packing, other household chores
- Must be able to stay awake and alert for the entire overnight shift

Minimum Requirements:

- Working towards four year degree in human service field - Social Work, Psychology, or 2 years equivalent relevant work experience.
- Fully operational vehicle, valid driver's license, and current car insurance.
- Demonstrated competency/experience in working with persons who experience chronic and persistent mental illness/chemical dependency issues.

**Send Cover Letter, Resume, and application by 11/3/2017 to
Lisa Duffin, Human Resources
P.O. Box 367
St. Cloud MN 56302**

[Applications available at www.annamarie.org](http://www.annamarie.org)

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ACKNOWLEDGMENT:

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

By signing this job description I declare that I understand and am able to complete the essential functions of the job with or without reasonable accommodation.

Applicant's Name's (Please Write)

Applicant's Signature

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