

Position Description
Georgia Mountain Women's Center, Inc.
dba Circle of Hope

Position Title: Shelter Support Advocate Supervisor: Shelter Program Manager
Department: Emergency Shelter
Status: Part-time Job Classification: Hourly
Hours: Varies
Position Summary: This is a part-time hourly position that includes providing advocacy, support and safety planning with shelter residents; answering crisis line; handling crisis situations; and ensuring shelter security during shift.
Responsibilities and Duties: <ul style="list-style-type: none">● Provide trauma-informed direct services to victims of domestic violence and/or their children, including: emotional support, advocacy, crisis intervention, safety planning, parenting support, and information and referrals.● Provide immediate crisis intervention via telephone for victims calling the hotline.● Make decisions as to residential admissions.● Complete intakes including applicable forms, room assignment, safety procedures, and shelter orientation.● Complete a shelter exit survey with residents leaving shelter as well as required exit paperwork.● Acquaint residents with emergency procedures for fire, tornado, etc. and with safety procedures.● Hold house meetings with residents as needed to discuss safety rules, assign chores, air grievances, and resolve any conflicts.● Ensure security procedures are followed on site.● Provide documentation of activities occurring on each shift. Provide information to other staff members on relevant details to help assess resident needs.● Participate in training and in staff and or board meetings upon the request of supervisors.● Complete all required statistical information.● Perform other duties as assigned by supervisors.
Education: <ul style="list-style-type: none">● Minimum of GED or HS Diploma required; Associate Degree preferred.
Qualifications: <ul style="list-style-type: none">● Experience in the field of domestic violence and/or crisis intervention.● Must have ability to utilize empowerment philosophy, to remain nonjudgmental, and to work with diverse populations.● Must have strong organizational skills, excellent written, oral communication, and computer skills.

Statement of Understanding:

I have read the above job description that contains the essential functions of this position and understand management reserves the right to modify this position at any time. I understand the job's confidentiality and work requirements and agree to accept and carry out these responsibilities and other duties as assigned. I further understand that this job description does not constitute an employment contract with Circle of Hope.

Employee

Date