



## **Part-time Advocates Maysville and/or Covington**

**JOB SUMMARY:** Under the supervision of the shelter supervisor, provides full range of crisis intervention, assessment, counseling, advocacy, and referral services to victims of domestic violence, rape, and related abuse on an on call, part-time basis. Hours will vary but will primarily weekend and holidays (8-24 hours per week).

**Responsibilities and Duties:** Applies Kentucky Coalition Against Domestic Violence (KCADV) Victim Service Standards and the Kentucky Association of Sexual Assault Programs (KASAP) Standards for rape survivors.

- Complete appropriate training programs including 40 Hour Basic Training.
- Regularly attend staff meetings
- Answering the hotline in an appropriate and timely manner
- Intake residents
- Record keeping
- Assessment in an appropriate and timely manner
- Facilitate and maintain active, open communication with clients
- Provide supportive counseling
- Conflict resolution
- Crisis intervention
- Role modeling
- Positive parenting
- Initiate and implement social interaction and activities within the shelter
- Emergency management
- Maintain communication with staff
- Read staff log, shift change notes, and client files
- Use staff log – write communication appropriately
- Record important client information in shift change file
- Record significant interaction with clients in client files
- Cleaning and upkeep of shelter and grounds
- Maintain shelter facility (appropriate reporting of any facility concerns)

### **Qualifications and Skills**

High School Diploma required, some college preferred.

At least one year of customer service, advocacy or other shelter experience.

### **MENTAL/PHYSICAL REQUIREMENTS WHICH OCCUR REGULARLY IN PERFORMING THE JOB:**

Cleaning, writing, carry, pull, lift, stoop, and kneel.

Exposure to potential workplace violence and infectious diseases

It is the policy of the Women's Crisis Center to provide Equal Employment Opportunity and individual growth opportunities to all applicants and employees in accordance with all applicable Federal and State laws and executive orders.

Job Type: Part-time

Salary: \$10.10 /hour (double time for agency holidays)