**FT Shelter Advocate**

**Job Description**

Reports To: Shelter Supervisor and Executive Director

Rate of Pay: $18.00 Per Hour

Benefits: Medical, Vision, Dental, and AFLAC. Annual holiday supplement. Paid Annual and sick including one free floating holiday to recognize and honor the employee’s birthday. This holiday can be taken at any time with prior approval from the Executive Director.

Hours: Varies, Often Nights and Weekends. Total of 40 hours.

Training: 20-hr Crisis Counseling/Dynamics of Domestic Violence, Sexual Assault, and Human Trafficking Training Offered by REACH of Macon County.

Work Description:

* Assists in providing direct client services including safety planning, crisis counseling, crisis line coverage, case management, and informational/referrals
* Responsibilities include day-to-day operations of the shelter, overseeing MANNA and USDA foods, and completing record-keeping/paperwork.
* Maintaining confidential paperwork, client files and data entry.
* Crisis line coverage
* Coordination of shelter client activities and meetings.
* Provide a supportive environment for clients that encourages individual growth, health, and safety.
* As needed, assist Court Advocate in providing information, accompaniment, Victim Compensation assistance and other court advocacy duties.
* Work with case managers to assist in transitioning homeless clients from shelter to permanent housing.
* Assists in the coordination of group meetings, counseling, and enrichment classes for all residents at the shelter.
* Assists in ensuring provision of services and safety planning for children of clients staying at the shelter.
* Assists with volunteer training and utilizes volunteers as appropriate.
* Assists in maintaining client statistical and informative data, including through the client database system.
* Helps ensure client resource material and information about victim rights are readily available at the shelter.

Skills:

* Friendly and patient personality
* Able to follow instructions
* Neat & Efficient
* Able to work independently
* Computer/phone skills a plus
* Human relations/social service skills a plus
* Supportive and understanding of philosophy and mission of REACH of Macon County.
* 2-year minimum degree, currently degree seeking, and/or related job experience

*The Mission of REACH of Macon County is to eradicate domestic violence, sexual assault, and human trafficking crimes in our community through prevention, intervention, and educational services. REACH also takes affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other legally protected characteristics.*