

# Safe Housing/DSHS Advocate

### Position Description

The Safe Housing/ DSHS Advocate is responsible for ensuring the cleanliness and safety of the shelter facilities and for providing empowerment-based direct services to adult and child guests, and callers on the 24-hour help-line. Direct services include: shelter intakes; crisis intervention; safety planning; emotional support; information about domestic violence, sexual assault, and trauma responses; referrals to community resources; accountability discussions; sobriety support; conflict resolution with other residents; and parenting information and support. Holidays, evenings, weekend, weekday, and on-call overnight hours are required.

### Responsibilities

The duties of this position include and are not limited to the following:

#### General Duties:

- Provide direct services to adult and child victims of domestic violence and sexual assault, including crisis intervention, safety planning, emotional support, parenting support, and advocacy-based counseling. Interact with all clients utilizing trauma informed care and harm reduction models of services.
- Help clients access needed resources by having knowledge of and positive professional relationships with community programs and service providers.
- Staff the 24-hour help-line during required on-call shifts.
- Maintain client files and other required records. Complete all paperwork and data entry by the end of the each shift. Learn agency and State databases to ensure accurate and timely data input.
- Participate in a team-oriented approach by attending Shelter Team, Program Team meetings, and all staff meetings.
- Professionally represent DVSAS at meetings as necessary.
- Adhere to agency policies and practices including confidentiality, mandatory reporting, and ethical standards. Maintain professional boundaries with guests at all times.
- Perform other duties as assigned.

#### Safe Housing Advocacy Duties

- Conduct shelter intakes and shelter orientations, clearly communicating intake criteria and shelter guidelines.
- Provide support to parents and children in the Safe Housing Program. Talk to children about domestic violence, model and actively promote positive, nurturing interactions between adults and children, and assist parents in utilizing positive, non-violent parenting techniques.
- Facilitate conflict resolution and cooperative communal living between guests, always modeling healthy interactions.

# Employment Opportunity

## Responsibilities (Cont'd)

- Promptly address problems that arise with guests, respectfully revisiting guidelines and issuing warnings and exit notices as needed. Model non-violent conflict resolution and use non-violent forms of guidance.
- Take appropriate steps to deal with emergency situations with the goal of maintaining the safety and confidentiality of all residents.
- Assist with the daily living needs of shelter residents, including accessing phone, food, transportation, medications, and personal care items. This includes transporting clients in a 15-passenger van as needed.
- Complete exit surveys with guests moving out of the shelter. Clean and sanitize rooms after clients exit. Pack guest belongings as needed.
- Maintain professional relationships with community service providers and up-to-date information on community resources.
- Perform routine chores, cleaning, and maintenance tasks to ensure the safety and cleanliness of the shelter facilities. Occasionally cook communal meals.
- Maintain shelter office: stock supplies as needed, photocopy necessary forms, create new guest files.

## DSHS Advocate:

- Provide consultation to CSO staff and help improve the experiences of domestic violence and sexual assault victims utilizing DSHS services.
- Assist CSO staff in screening for domestic violence and ensure that all CSO staff have knowledge of DVSAS services.
- Assist CSO staff to establish "Good Cause" for child support enforcement.
- Work with domestic violence victims at the CSO to identify and remove barriers to DSHS program success including developing safety plans that help stabilize the household and reduce the risk of harm.
- Work with domestic violence victims to maintain compliance with DSHS programs by completing and adhering to a DSHS Family Violence Service Plan.
- Refer clients at the CSO to the DVSAS support center for ongoing services.
- Attend case staffing meetings as needed.
- Attend CSO staff meetings.
- Maintain client & volunteer service records and files on the state eJAS system.



**DVSAS** Domestic Violence and  
Sexual Assault Services

*ending violence, transforming lives*

1407 Commercial St.  
Bellingham, WA 98225  
Admin: 360.671.5714  
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**TOLL FREE**  
**1.877.715.1563**  
**24 HOUR HELPLINE**  
**1.360.715.1563**

accepts 711 and other relay calls  
Se habla español.

# Employment Opportunity

## Qualifications & Requirements

- BA or BS Degree in Human Services or a related field and two years of experience (equivalencies will be considered) .
- Experience providing empowerment-based models of care including harm reduction and trauma informed care.
- Ability to establish and maintain effective working relationships with staff and associates.
- Exceptional de-escalation and conflict resolution skills.
- Must be personable with excellent verbal and written communication skills.
- Commitment to respecting individual differences and serving diverse populations.
- Positive problem solving attitude with a willingness to provide and seek feedback from team members.
- Passion for ending gender-based violence.
- Must have a valid drivers license, insurance and a clean driving record. Must be able to drive a 15 passenger van.
- **Individuals with additional language fluency in Russian, Spanish or American Sign Language are preferred** and will receive a 5% salary range premium after a successful probationary period.
- DVSAS is committed to respecting and reflecting diversity. Survivors are encouraged to apply.

## Pay Range

This is a full time (40 hour per week) hourly position that pays \$32,000- \$42,000 per year. Starting salary is generally offered within the beginning third of the pay range.

## Employee Benefits

DVSAS offers employee medical benefits, retirement, an employee assistance program, paid sick leave, and paid vacation.

## How to Apply

Submit a resume, cover letter, and application (found at [DVSAS.org](http://DVSAS.org)) to [Mhoglund@dvsas.org](mailto:Mhoglund@dvsas.org).



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