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| Winnemucca Domestic Violence Services is hiring! |

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| WDVS is reviewing applications for the following positions:  **Office Support Advocate** - (Reception duties, general office work, maintain inventory, help with special events, presentations, etc.)  **Housing Coordinator** - (Assist survivors in obtaining housing, teach life skills and financial classes, case management, maintain shelter locations.)  **Program Advocate** - (Case management, coordinate services, work one on one with clients to set goals, safety plan, help with special events and presentations.)  WDVS is dedicated to providing victims and their children with a safe environment free from abuse while educating the community on the signs and effects of domestic and sexual violence. We are an established and respected non-profit in Humboldt County who values a high ethic of service in our community.  All 3 positions will require excellent written and verbal skills, organizational skills, basic data entry and knowledge of Microsoft Word. Great customer service is a priority and must be a team player! All WDVS staff works with clients from the initial point of contact on issues of crisis intervention, domestic violence, safety plans, education and short term goals to make the clients feel physically and emotionally safe. Candidates must be flexible regarding hours, on call hours will be required.  Starting pay based on experience and abilities. Paid holidays, vacation and sick time. Mus be able to pass a background check and be drug free.  Applications and full job descriptions can be picked up at our office, Mon - Fri 9 a.m. - 5 p.m., 50 A Melarkey St. No phone calls. If you have a resume please attach it to your application.  Job Type: Part Time |