**Victim Advocate – Graveyard Shift**

**FTE / Non-Exempt**

**Hours:** Midnight to 8 a.m. Tuesday through Saturday

**Education:**

* Knowledge of family violence, sexual assault, and stalking.
* Preferred – two- to four-year degree.
* Required – High School Diploma/GED with equivalent work or volunteer experience.
* Strong reading, writing, and communication skills.
* Knowledge in Microsoft Word and Excel.
* Ability to ensure compliance with health and safety regulations.
* Strong interpersonal skills.
* Required CADV and victim advocacy training hours.

Experience:

* 2 to 4 years’ experience in social service work through employment or volunteering preferred
* Experience with shelters and a crisis hotline preferred
* Must have valid driver’s license

Participation:

* Provide crisis intervention, peer counseling, and advocacy.
* Maintain confidentiality.
* Input services provided into computer database.
* Assist in distributing supplies and personal care products to clients.
* Help clients maintain cleanliness of the shelter in regards to self-sufficiency skills.
* Organize community donations, which includes the ability to lift up to 25 pounds.
* Assist in sending thank you notes to donors.
* Travel as duties require.
* Assist in maintaining shelter inventory.
* Clean the office bathroom and vacuum the common areas in office every other week. (second and fourth week of the month)
* Assume other responsibilities as directed by the Executive Director or Administrative Director.

Administrative:

* Track hours on provided time sheets.
* Track mileage and approved expenses on provided forms.