



Baraga County Shelter Home's mission is to develop, support, and promote efforts aimed at the elimination of all domestic violence, sexual violence, and stalking in Baraga County.

POSITION DESCRIPTION

POSITION TITLE:	Crisis Advocate
SUPERVISED BY:	Executive Director
SUPERVISES:	NA
STATUS:	Part-time
REVIEWED:	December 15, 2021

MINIMUM QUALIFICATIONS:

1. Must possess High School Diploma or G.E.D.
2. Must have the ability to understand and maintain strict confidentiality.
3. Concern and interest in working with Domestic and Sexual Violence Survivors.
4. Must be able to communicate and document effectively.
5. Must have the ability to understand directives, and follow them.
6. Must have the ability to take constructive criticism.
7. Ability to provide services in keeping with the BCSH's mission and philosophy.
8. Strong empathy and empowerment skills.
9. Must possess a valid driver's license and pass DHHS Central Registry, Sex Offender Registry, and Criminal Background Check.
10. Must have received or be willing to receive the COVID-19 vaccination by date of hire. Proof of vaccination required.

PREFERRED QUALIFICATIONS:

1. Knowledge and/or training in Domestic Violence and Sexual Violence dynamics.

BASIC FUNCTION AND RESPONSIBILITY:

Provide emergency shelter and crisis coverage at the Baraga County Shelter Home, Inc. as scheduled.

DUTIES AND RESPONSIBILITIES:

1. Answer the phone, including the crisis hotline, and provide crisis intervention and referrals as necessary.
2. Maintain accurate documentation of **ALL** activities on your shift.

3. Provide a safe source of support and empowerment to clients and their children.
4. Maintain safety standards for clients, staff, and visitors.
5. Assist clients with childcare, meal planning, and household chores if necessary.
6. Attend in-service workshops as deemed necessary by the Executive Director.
7. Complete intake and exit forms with clients if appropriate on your shift.
8. Complete daily activity log.
9. Provide orientation to clients on your shift.
10. Respond appropriately to crisis situations.
11. Maintain professional and appropriate public behavior as a representative of BCSH.
12. Maintain strict confidentiality.
13. Immediately report emergency/extraordinary situations to the Executive Director.
14. Perform all other duties as assigned.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the only duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.