NIGHT SHELTER ADVOCATE

WHO WE ARE -
Since 1903, YWCA Spokane has been helping women and children overcome social, economic, and personal barriers in order to accomplish their goals and achieve healthier and more fulfilling lives.

Today, areas of focus include supporting victims of intimate partner domestic violence, promoting early childhood education, and fostering the economic advancement of women. In addition to providing free, confidential, and trauma-informed programs and services to approximately 17,000 in and around Spokane, YWCA is focused on confronting racial and social justice issues impacting our clients and our community.

Every day, we work to reduce poverty and homelessness, provide economic opportunity, and assist those with limited incomes who are impacted by gender-based inequities and violence.

Please visit ywcaspokane.org/about/our-impact/ to learn more.

WHAT WE ARE LOOKING FOR –
The Shelter Night Advocate will be responsible for providing advocacy-based support for individuals in intimate partner domestic violence relationships staying at our shelters and hotels. This position empowers survivors through self-advocacy; assisting participants with safety planning and providing options and resources for those in crisis.

WHAT YOU’LL BE DOING –
This position’s primary responsibilities include:

- Provide direct services including domestic violence education, safety planning, crisis intervention, resource referrals and advocacy-based support to victims/survivors of domestic violence and their dependents.
- Perform client screenings and intakes into the safe shelter which includes:
  - Complete intake paperwork.
  - Ensure new residents are oriented and agree to the shelter standards.
  - Provide new residents shelter tour and answer any questions that arise.
  - Ensure new residents have their basic needs met; medical care, bedding, clothing, hygiene items, food, etc.
- Responsible for completing 72-hour assessments and connecting survivor to their assigned Domestic Violence Advocate.
- Triage and assess with residents to determine the frequency and urgency of their needs for on-going advocacy, support and safety planning as needed.
- Prioritize answering the YWCA 24-hour help line; providing supportive listening, safety planning, resources management, intakes and LAP support with law enforcement.
- Be present in the shelter community by checking in with survivors and moving throughout the house periodically.
- Maintain resident files, in accordance with the YWCA standards, along with standards established by various funding agencies, all the while documenting referrals. Records must be complete.
- Assist the shelter coordinator in ensuring that shelter data requirements are completed on time.
- Provide housing assessments to shelter residents who are interested in getting connected with coordinated entry.
• Provide support for quality assurance checks and evaluate services as needed.
• Observe all program requirements for confidentiality and privilege communication
• Provide a healthy environment for survivors and their dependents by ensuring that all residents understand and continuously adhere to the shelter standards.
• Support resident’s household tasks; distribute food, clothing, linens and personal items to residents.
• Maintain shelter security and contact emergency personnel as needed.
• Stock the safe shelter with necessary items such as food, hygiene, and other miscellaneous supplies.
• Completing and signing off on the nightly checklist.
• Sort and store donation as needed.

WHAT YOU WILL BRING TO THE POSITION –
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:
• Bachelor's Degree in a social sciences or similar field OR equivalent combination of education and experience.
• Domestic violence and/or advocacy experience strongly desired.
• Must maintain 20 hours of ongoing training on domestic violence issues annually.

BENEFITS OF BEING A YWCA SPOKANE TEAM MEMBER –
Starting Pay: $16.00 per hour plus a $5.00/hour night shift differential grossing $21.00 per hour
Work Status: 40 hours per week, full time, non-exempt
Schedule: Sunday, Monday, and Tuesday 7:00pm-7:30am, plus Wednesday morning staff meeting 9:00am-11:30am.

The YWCA Spokane offers a competitive benefits package including:
• Medical, dental and vision insurance
• Paid Holidays
• Paid Time Off (Accessible at time of hire)
• Ongoing training and development
• Flexible Spending & Dependent Care Account Options
• Employer Paid Life Insurance
• Employee Assistance Program
• Employer funded retirement plan & 401K options

*Benefit eligibility dependent upon employment status.

COVID-19: Proof of vaccination against COVID-19 or an approved religious or medical exemption are required for employment at YWCA Spokane.

HOW TO APPLY -
If you meet the qualifications of this position, please apply by submitting your RESUME and COVER LETTER to ywca_housing@ywcaspokane.org. We can’t wait to learn more about you!

YWCA Spokane is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.