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 15,000 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.

To learn more visit ywcaspokane.org/our-impact.

BENEFITS OF BEING A YWCA SPOKANE TEAM MEMBER –
Starting Pay: $18.00-$20.00
Additional Pay Opportunities:
• **Bilingual Pay Differential** — additional $3 per hour pay premium for employees who utilize a qualifying second language in the workplace, applicable to all hours worked.

Work Status: 40 hours per week, full time, non-exempt
Schedule: Three 12.5 hour shifts per week, plus Wednesday morning staff meeting 9:00am-11:30am.

YWCA Spokane offers a competitive benefit* package including:
• Medical, dental and vision insurance
• 11 Paid Holidays
• Paid Time Off (accessible at time of hire)
• Ongoing training and development
• Flexible Spending & Dependent Care Account Options

*Benefit eligibility dependent upon employment status

WHAT WE ARE LOOKING FOR –
The Day Shift Shelter 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 –
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The essential functions of the position include but are not limited to the following:
• 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;
  o Complete intake paperwork.
  o Ensure new residents are oriented and agree to the shelter standards.
  o Provide new residents shelter tour and answer any questions that arise.
  o Ensure new residents have their basic needs met; medical care, bedding, clothing, hygiene items, food, etc.

• Responsible for completing 72-hour assessments.

• Assign new resident to domestic violence advocate and housing advocate when appropriate.

• 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.

• 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.

• 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.
• YWCA Spokane values a diverse workplace and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, veterans, and survivors of domestic violence to apply.

Competencies:
• Demonstrates understanding and acceptance of mission, values, goals, and objectives of YWCA and its programs.
• Works and interacts effectively with colleagues, administrators, clients and community partners; contributing to and fostering a climate of mutual understanding and appreciation.
• Promotes the welfare and best interests of our clients and team members at all times.
• Able to work independently in an efficient and productive manner.
• Models professional decorum and mutual respect in all interactions.
• Demonstrates reliability and continuous improvement.

HOW TO APPLY
Please apply by submitting your RESUME and a COVER LETTER to ywca_housing@ywcaspokane.org

YWCA of Spokane is an equal opportunity employer, and 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.