

RESIDENTIAL ADVOCATE

Underground Railroad Inc. - Saginaw, MI 48601

Part-time

Part-time hourly entry level position providing support and crisis intervention services to survivors of domestic and sexual violence in a shelter setting. We are searching for a staff member with a varied work schedule for 1st and 2nd shifts with 3rd shift fill-in, approximately 3 days per week.

General Responsibilities:

Respond to crisis, information and referral calls.

Provide guest support, crisis intervention, and maintain stability of the house and pet shelter.

Conduct guest intakes and departures.

Provide on-call assistance to TSH & PSH residents.

Facilitate/arrange emergency responder on-call requests from police and hospitals.

Maintain cleanliness and minor maintenance of residential areas.

Maintain availability to guests to provide for their needs.

Restock paperwork and supplies as needed.

Provide guest assistance in completing routine chores, and when necessary complete chore.

Coordinate and prepare shelter meals for guests.

Assist with in-kind donations.

Keep up-to-date on domestic violence, stalking and sexual assault issues, laws and community resources.

Provide referrals for survivors as needed.

Record client services on appropriate documentation forms.

Participate in quality assurance monitoring, program planning and evaluation and make recommendations for appropriate changes in policies, procedures, programs and other areas to improve the impact of services provided.

Assist with training of new staff and volunteers.

Attend all scheduled staff and program meetings.

Allow flexibility in scheduling and job function.

Maintain confidential files and keep confidentiality of crime victims.

Attend conferences and workshops as deemed appropriate by supervisor.

Maintain respectful attitude toward program participants and co-workers.

Must adhere to all safety and security policies and identify and correct security breaches to assure a safe place for guests and co-workers.

Any other duties assigned by Supervisor.

Qualifications and Skills Required:

Professional Skills: Minimum of two years college in a Human Services curriculum and /or a survivor of domestic violence, sexual assault or stalking.

Communication Skills: The ability to speak and write clearly using proper spelling and grammar. Able to respond supportively to persons in crisis and assemble relevant facts.

Be empathetic and able to remain calm in a crisis situation. Understand and follow empowerment model.

Physical Qualifications: Ability to lift up to 50 lbs. Ability to cook and clean without any physical restrictions.

Has knowledge of and is interested in women's issues; particularly the dynamics and laws pertaining to domestic violence, stalking, sexual assault and human trafficking victims.

Possess a valid Michigan Driver's License.

Fax cover letter & resume: Attn. Kari Tanney @ 989.755-3006 or email to ktanney@undergroundrailroadinc.org. No phone calls please.