



**Position:** Direct Service Advocate: Shelter Specialist- Swing Shift  
**Status:** 40-hours/week; Swing shift and some weekends  
**Pay:** \$16-\$19/hour DOE  
**Benefits:** \$400/month health stipend; Paid time off and sick leave package  
**Responsible to:** Director of Services

**Position Purpose:**

Together with the Weekday and Weekend Shelter Specialists, this person will provide on-site advocacy services to residents of The Harbor's confidential shelter program for survivors of domestic and sexual violence. Services reflect our mission to provide advocacy, prevention, and support to promote self-determination and hope for survivors of domestic violence, sexual violence and stalking.

All persons of every race, ethnic background, spiritual belief, economic status, gender identity, sexual orientation, age or personal ability, are equally affirmed into membership, leadership and employment at The Harbor and are joyfully welcomed.

**Scope of Duties:**

With support from the Director of Services, work towards the goals of the Advocacy Program's shelter services, including: creating and maintaining a confidential, safe, and supportive space for survivors and their family members; providing one-on-one advocacy services to residents that may include safety planning, crisis intervention, peer support, and information and referral; and support residents in sharing a living space with others who each bring their unique identities and experiences.

**Required Qualifications & Experience:**

- Personal values compatible with those of The Harbor, including a commitment to supporting survivors of domestic and sexual violence.
- Ability to maintain confidentiality.
- Strong verbal and written communication skills.
- Ability to work independently onsite with minimal supervision
- Demonstrated ability to problem solve and be proactive.
- Ability to prioritize a multitude of tasks and handle a variety of projects simultaneously.
- Basic computer technology skills, including Microsoft Office programs. Ability to learn new technology systems and implement within scope of duties.
- Must have transportation, current insurance coverage, and a valid driver's license. Background check and DMV Driving Record review required.

**Preferred Qualification & Experience:**

- Certified Advocate in the State of Oregon (completed 40+ hour training).
- One year working with survivors in a social service setting.
- Experience in a shelter-based social service setting.
- Demonstrated ability to remain calm, make sound decisions, give clear direction and provide strong leadership in crisis situations.
- Bachelor's degree in a Social Service field or equivalent work experience
- Bilingual and/or bicultural.

**General Responsibilities:**

- Provide trauma-informed, culturally responsive services to survivors that promote positive outcomes in alignment with Advocacy Program goals.
- Respond, as necessary, to residential concerns within the shelter.
- Answer crisis calls on The Harbor Hotline and provide in-the-moment safety planning, access to Harbor services, and resource referrals.
- Screen individuals for shelter program using Harbor screening tools and staff with team members to ensure shelter will be a good fit.
- Willingness to be flexible in scope of duties and respond to the unique needs of survivors.
- Adhere to scope of work and reporting requirements of the grant funding specific to shelter activities.
- Ensure that shelter facilities are kept in safe and working condition, conducting weekly shelter walkthroughs and following up on maintenance requests.
- Appropriately manage confidential information and implement best practices to improve systemic confidentiality within the organization.
- Coordinate check-in meetings with shelter residents and set and facilitate goal setting meetings, resource discussions, and safety planning.
- Maintain food and supply stores available to shelter residents from storage in the Shelter.
- Work in a team model and cross-train to assist advocates in advocacy center and communicate across advocate positions in an effective manner to provide streamlined services to all survivors accessing services at The Harbor.
- Keep accurate statistics of services rendered and turn in a timely manner.
- Attend monthly required all-staff meetings in addition to regular hours.
- Respond to after-hours requests for in-person as part of the Domestic/Sexual Assault Response Team (D/SART), as needed.
- Occasional facility maintenance, as needed.