

To apply for this position, please go to the NWFS [website](#).

Shelter Advocate

Salary range: \$24 - \$30/hr

This position provides trauma-informed, culturally specific support for women and their children as they enter, stay, and exit the domestic violence shelter program (includes congregate living and motel model). Responsible for modeling an environment of accountability, respect, and trauma-informed care.

Primary Responsibilities

- Using a trauma informed approach, provide stability for women, help them establish a safety plan, conduct a strength and needs assessment, and identify the resources each woman needs to successfully live on her own after leaving the program.
- If there are children, work with the mother or caregiver to provide the necessary supports for the child(ren) such as early learning strategies and school attendance.
- Follow up with women in order to monitor progress on their goals.
- Conduct the initial intake to determine if a woman is appropriate for the Shelter program (if not, identify appropriate resources).
- Establish a safety and exit plan with the woman.
- Ensure that the woman has the appropriate skills and resources to address the trauma she has experienced. If she has children, she is able to support them as they process the trauma.
- Make appropriate referrals for clients such as employment, food, childcare, housing, health insurance, addiction treatment, and mental health.
- Transport clients to various social services such as DMV, vital records, medical appointments, Social Security, immigration, court appearances (such as obtaining restraining orders), etc.
- Responsible for ethically managing and safeguarding financial resources entrusted to them such as supplies, payment cards, gift cards, credit cards, etc. Submit accurate documentation of financial resources in a timely manner.
- Contribute to the general cleanliness and upkeep of the living and storage spaces. This includes daily sanitization.
- Have the skills and boundaries to manage working with people who have experienced trauma.

Education / Experience

- Bilingual/bicultural English/Spanish required.
- At least one year of experience working in the domestic violence prevention and intervention field.

- A Bachelor's degree is preferred but not required.

Diversity Statement

Northwest Family Services, through our mission, practices and the services we offer, are committed to the belief that all people deserve dignity and respect. As we serve our communities, we will continue to work together to listen, to learn, and to act to overcome historic values and structures that have led to discrimination and inequities.

We are committed to creating a culture of belonging, where all staff are valued and given opportunity to grow and succeed equitably. We do not discriminate on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, primary language, ethnic background or socioeconomic status. NWFS pursues policies, strategies, and programs which promote diversity, inclusion, and equity in our daily work. We seek staff who share our vision and commitment to our communities.

Supplemental Information

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment.