

Shelter (Safety) Float Advocate



Job Description

The Safety Float Advocate is a full-time position with a varied schedule. **This is a temporary one-year grant funded position.** Future employment is contingent upon grant funding.

If you're a professional with a desire to provide a supportive environment for individuals who have experienced trauma, apply to join our team.

Minimum Qualifications: A Bachelor's degree in Social Work or master's degree in Social Work. A social work license in the state of North Dakota is preferred. A Bachelor's degree within the human services field will also be considered.

Salary and Benefits: Salary range is \$33,509-\$50,253 depending on education and experience. A generous vacation and sick leave package; 10.5 paid holidays; health, dental, vision, and life insurance; 401k with employer match; and potential eligibility for federal student loan repayment.

Supervised by: Shelter Coordinator

Responsibilities:

1. **Crisis Intervention**
 - Based upon a thorough and current knowledge of the dynamics and signs of abuse, sexual assault, suicide and child abuse, assess abuse and sexual assault situations reported to the agency and make appropriate decisions regarding intervention to ensure safety of the victim and minors.
 - Be available to perform assigned duties as scheduled, including occasional 24 hour On-Call and shelter shifts.
 - Make all necessary arrangements to provide safe housing, food, and other necessities to victims and minors during crisis periods.
2. **Individual Client Support**
 - Assist rural clients in accessing shelter by providing transportation from safe rural locations as needed and available.
 - Assist clients in accessing other mainstream services by providing transportation as needed and available.
 - Demonstrate professional listening skills in assisting clients with the evaluation of their life situation; the identification of possible courses of action; and the establishment of short- and long-term goals.
 - Assist clients with the development of life-coping skills including assertiveness, self-confidence, problem solving, and decision making.
3. **Assist the Shelter Coordinator with the overall operation of the shelter.**
 - Is familiar with and follows safety policies. Is knowledgeable of evacuation procedures and other emergency procedures.
 - Holds the primary responsibility in keeping the facility clean and in good working condition.
 - Reports maintenance issues to the Shelter Coordinator and/or make arrangements for repairs as needed in collaboration with the shelter coordinator.

4. **Advocacy**
 - Provide victims with accurate information about the criminal justice system including court procedures; the process for filing and serving protection orders; guardian ad litem laws; and the role of the sheriff, police, states attorney and legal assistance offices.
 - Accompany sexual assault and abuse victims to the hospital for medical examinations. Provide appropriate support.
 - Provide assistance to clients to support them in becoming self-sufficient.
5. **Referrals**
 - Be familiar with the other related agencies and services and provide clients with appropriate referral information. Referral agencies should include social services, mental health agencies; substance abuse treatment centers; job services; food cupboards, housing; educational institutions; other emergency assistance services.
6. **Record Keeping**
 - Maintain accurate, complete and timely records of all contacts with clients and other agencies, according to established procedures.
 - Maintain filing system, including cross-referencing, according to established procedures.
7. **Participate on community committees as assigned to strengthen community partnerships and collaboration.**
8. **Other duties as assigned.**

Be life changing with us. **Apply today** by completing an employment application at <http://cviconline.org/about-us/careers-internships-volunteering/> (click the employment application link) and submitting along with a resume and cover letter.

Email completed application, cover letter, resume, and the voluntary affirmative action report to Kristina S. at kristinas@cviconline.org.

Please contact Kristina S. at 701.746.0405 with any questions.

Deadline to Apply: December 1, 2019 or until the position is filled.