



**We're hiring for a HAVEN Advocate!**

Catalyst Domestic Violence Services is seeking a compassionate and motivated candidate to fill an Overnight Advocate position at our confidential housing facility. This position is responsible for helping to create a welcoming and safe environment for individuals and families who come to stay in Catalyst's Housing Program.

This position will be 16-24 hours per week with an hourly rate of \$15 and a .50/hour bilingual incentive. This position will typically work overnight hours 7pm-4am based at Catalyst's housing program and be responsible for the hotline from home 4am-9am.

If interested in joining our team, provide a cover letter and resume one of the following ways:

**If by mail:** Catalyst, Attn: Ann Winters, PO Box 4184, Chico CA, 95927

**If by email:** [hiring@catalystdvservices.org](mailto:hiring@catalystdvservices.org) with the subject line "Overnight Advocate"

We will offer a variety of options to allow for interviewing safely.

This job is on-site in our emergency shelter so ability to adhere to and maintain hygiene and safety protocols is a must.

**Review of applications will begin November 12<sup>th</sup>, 2020. This position will be open until filled.**

**Equal Opportunity Employer**

It is the policy of Catalyst Domestic Violence Services to afford equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, marital status, veteran status, disability, medical condition (as defined by California Government Code section 12929), gender identity or sexual orientation.



**Position:** HAVEN Advocate, Overnight

**Responsible to:** Housing Director

**Job Summary:** Responsible for direct services and maintaining the safety and security of the HAVEN and housing program facility on Saturday and Sunday nights, 8 hours each night for a total of 16 hours/week. (With the possibility of one additional shift weekly) Generally this is 7pm-4am. This is an overnight awake position.

**Responsibilities:**

- Demonstrate commitment to the agency's mission and values;
- Participate in the development and implementation of the agency strategic plan;
- Direct services, including but not limited to: crisis intervention (phone/drop-in), resource and referral, emergency transportation, shelter assessment and welcoming process;
- Provide crisis line coverage;
- Monitor overall safety, security and cleanliness of HAVEN including but not limited to:
  - Conduct regular perimeter checks of housing program property (indoor and outdoor) and report any irregularities;
  - Ensure participants are welcomed and resting quietly;
  - Individual room checks and locker checks;
  - Complete weekly and monthly shelter supplies inventory;
  - Complete inventory of communal living necessities such as kitchen supplies and bedding as needed;
  - Complete house laundry including towels and bedding as needed;
- Assist with the facility clean up, including staff areas, participant common areas, sleeping areas, and bathrooms;
- Complete weekly grocery shopping and organize pantry inventory;
- Maintain clean and organized storage areas in HAVEN including linen storage, donation storage, file storage and play storage;
- Respond appropriately in emergency situations, including calls to fire and police when needed;
- Provide for overall needs of participants at HAVEN including but not limited to:
  - Comfortable integration for new participants of the shelter
  - Crisis intervention and support
  - Safety and exit planning
  - Conflict resolution
- Document significant events related to facility, residents or hotline callers per agency policy;
- Maintain and update participant files and document statistics for services provided as per current policy;
- Participate in regularly scheduled staff meetings;
- Participate in regularly scheduled program staff meetings;



- Other duties as assigned;

**Qualifications:**

- Education in social service or similar discipline, or equivalent experience;
- Excellent communication and organizational skills
- Demonstrated ability to multi-task, work independently, and as part of a team;
- Completion of mandated 40-hour training (post employment);
- Ability to pass DOJ background check
- Willingness and ability to maintain safe vehicle and driving status to use for transport of clients and self for job duties.

**Compensation:** This is a 16-24 hours per week position. \$15.00 per hour. Bilingual incentive \$0.50 per hour. Travel reimbursement and benefits as per current personnel policies.