



TITLE:	On-Call Part Time Residential Advocate
RESPONSIBLE TO:	Lead Residential Advocate
POSITIONS SUPERVISED:	None
WAGES/SALARY:	Hourly/Commensurate to experience and qualifications
TIME COMMITMENT:	Part-time /20-28 hours per week

GENERAL SUMMARY:

The Residential Advocate candidate must possess strong organizational and teamwork abilities. Preferred experience in the areas of human services, especially in the areas of domestic violence and/or sexual assault services. The candidate must demonstrate stability in personal presentation and professional relationships. This position requires a high school diploma or equivalency. This position is part-time with the ability to work additional on-call shifts that support 24 hours a day, 7 days a week; 365 days a year crisis and support service delivery system.

PROFESSIONAL REQUIREMENTS:

- Commitment to social justice and the mission of the agency.
- Committed to the elimination of racism, sexism, classism, homophobia and other forms of oppression.
- High comfort level working in stressful environment.
- Excellent interpersonal skills and a collaborative team work style with a commitment to get the job done.
- Proficiency in creating and editing documents using Word and Excel and utilizing Outlook for electronic mail communications.
- Excellent oral and written communication skills.

RESPONSIBILITIES:

- Provide safe house services, information and support in a trauma-informed manner that supports empowerment and respecting participant's right to choose.
- Provide crisis assistance and intervention, support and advocacy.
- Conduct intake interview process.
- Conduct individual needs assessment activities and based on self-identified needs assist participants in developing individual plans of service.
- Provide safe affordable housing search and relocation information, support, assistance and referral services as indicated.
- Document individual activity in compliance with agency, funding sources guidelines and procedures.
- Maintain house logs including; telephone, safety, evacuation and fire drill activities.
- Ensure all residents receive and review handbooks and are fully informed and aware of health and safety requirements and guidelines for communal living.
- Oversee the inventory household supplies.

- Ensure rotation of food/household supplies occur on a regular basis.
- Ensure day-to-day operations occur in compliance with the agency's health and safety procedures.
- Utilizing personal and/or agency vehicle safely transport consumers to service related activities/facilities/events where no other safe means of transportation exist.
- Provide children's program activity support and/or information and referrals where indicated.
- Perform additional program tasks as prescribed by supervision/administration.
- Maintain professional collaborative relationships within and outside of the agency.
- In compliance with state and federal consumer confidentiality and legal guidelines, maintain the strictest level of client information confidentiality.
- Serve on a minimum of one agency/staff committee.
- Assist in the agency's ongoing staff training activities.
- Attend all training's as required by agency, funding/accreditation source standards
- Perform additional tasks as prescribed by supervision/administration.

QUALIFICATIONS:

- Must possess a minimum of a high school diploma or equivalent and possess the ability to successfully complete all required training.
- Must successfully complete intra-agency domestic violence and sexual assault training within the initial 30 days of employment.
- Attend and successfully complete MCADSV New Service Provider Training within the initial 180 days of employment.
- Must successfully complete all other job related required training within 120 days of employment.
- Must possess or attain Red Cross First Aid and CPR certification within the first 180 days of employment.
- Must possess adequate physical stamina and dexterity to perform all listed duties.
- Must possess adequate verbal and written communication skills to perform all listed duties.
- Must possess a valid driver's license and good driving record as well as provide proof of valid insurance.

Hope Shores Alliance is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Employment with Hope Shores Alliance is "at-will" and is subject to termination by you or Hope Shores Alliance, with or without cause, and with or without notice, at any time. Nothing in agency policies will be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Hope Shores Alliance employees.

Employee Signature

Date: _____

Supervisor Signature

Date: _____

Executive Director Signature

Date: _____



Application for Employment
An Equal Opportunity Employer

PERSONAL INFORMATION

Date _____

Name _____
(Last) (First) (Middle)

Address _____ City _____ State _____ Zip _____

Phone Number _____ Are you at least 18 years of age? yes no If no, date of birth _____

Are you a U.S. citizen or are you authorized to work in the U.S.? yes no

Have you ever applied to Hope Shores Alliance? yes no If yes, when? _____

Have you ever been employed by Hope Shores Alliance? yes no If yes, give dates and position.

How did you become aware of this opening?
(please check one)

- Newspaper
 Job Opportunities bulletin
 Other (please explain) _____
 Employee referral
 Job Posting

POSITION INFORMATION

- full time
 part time
 temporary

Date available for employment: _____ Salary desired _____

Position for which you are applying: _____

EDUCATION (supply names and addresses of schools attended)

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

	Dates attended	Did you graduate? (yes/no)	Degree or License Received	Major/Minor or Specialization
High School				
College				
Graduate				
Other				

Member of the following professional organizations:

Describe any skills or experiences that may assist you in performing the job for which you are applying _____

Do you have computer skills/experience? yes no

Specify software/programs: _____

EMPLOYMENT HISTORY

If you are currently employed, may we contact your present employer? yes no

List your present or most recent employer first; please include experience gained through volunteer work.

From (Mo-Yr)	To (Mo-Yr)	Job Title or Occupation	Salary:	Start	End
Employer Name			Phone Number		
Address			Supervisor Name		

Description of Duties:

Reason for Leaving: _____

From (Mo-Yr)	To (Mo-Yr)	Job Title or Occupation	Salary:	Start	End
Employer Name			Phone Number		
Address			Supervisor Name		

Description of Duties:

Reason for Leaving: _____

From (Mo-Yr)	To (Mo-Yr)	Job Title or Occupation	Salary:	Start	End
Employer Name			Phone Number		
Address			Supervisor Name		

Description of Duties:

Reason for Leaving: _____

REFERENCES:

Personal Reference Name: _____ Telephone: _____

Address: _____

Professional Reference Name: _____ Telephone: _____

Address: _____

Professional Reference Name: _____ Telephone: _____

Address: _____

My signature below hereby authorizes Hope Shores Alliance to contact my references for the exact purpose of obtaining employment reference information. My permission to obtain this information is in effect for 30 days beginning with the date of application. This authorization will be voided on the thirty-first day following my signature.

A. Have you used another name(s) while employed (Other than name used on the application)? yes no If yes, please indicate:

B. List all convictions for any offense other than minor traffic violations, and all pending criminal charges (No applicant will be denied a position because of a conviction for any offense, or because of a pending criminal charge that is not substantially related to the circumstances of the job(s) sought).

If submitting via e-mail, your typed name will be treated as your signature.

I certify that the facts in this application are true and complete to the best of my knowledge. I authorize Hope Shores Alliance to investigate the statements I have made herein and I release the agency and its representatives for their acts performed in connection with investigating my application and qualifications. I further authorize any party listed in this application to release any information they have about me to Hope Shores Alliance and I release them and their representatives from any and all liability for providing such information. I understand that if any of the information in this application is false or misleading, Hope Shores Alliance may deny my employment or terminate my employment, and I agree that Hope Shores Alliance will not be liable if it does so. I understand that under federal law, employment must be terminated for failure to present documentation establishing my identity and eligibility for U.S. employment within the designated time limits following my acceptance of any offer of employment. I understand that if I am employed, I will be an employee-at-will, and my employment can be terminated at will by me or by Hope Shores Alliance without cause.

Signature: _____

Date: _____