



PRN Shelter Advocate

- **Hope House – Independence (On-Site)**
- **Non-Exempt, Hourly**
- **Starting Rate of Pay:** \$21.15/hour
- **Hours** generally average 4-8 per week, but scheduling is variable and based on operational needs. Additional shifts may be available.

Hope House is seeking compassionate, reliable, and trauma-informed professionals to join our team as PRN Shelter Advocates. This role provides critical support to adult and child survivors of domestic violence residing in our emergency shelter and hotel programs.

We are currently seeking individuals with availability in the following areas:

- **Monday–Friday daytime (business hours)**
- **Weekday evenings**
- **Weekends (day and/or evening shifts)**

POSITION SUMMARY

The PRN Shelter Advocate provides crisis intervention, safety planning, advocacy, and referral services to survivors of domestic violence. This position also covers the 24-hour crisis hotline and shelter front desk to ensure continuous support and safety for clients.

PRN staff may choose from available as-needed shifts (up to 29 hours per week). There is no guarantee of minimum hours, and no on-call requirement for PRN staff.

KEY RESPONSIBILITIES

- Answer the 24-hour crisis hotline and provide immediate crisis intervention and safety planning
- Conduct lethality assessments and support survivors in developing safety plans
- Complete intakes and initial advocacy sessions for new shelter residents
- Provide resource referrals and follow-up support
- Assist survivors with orders of protection
- Monitor shelter and campus safety while covering the front desk
- Maintain accurate documentation in accordance with quality and grant requirements
- Support a safe, respectful, and welcoming community living environment
- Participate in shared housekeeping responsibilities to maintain a clean facility



MINIMUM QUALIFICATIONS

- Bachelor's degree in social work or related human services field **and/or** relevant training and experience
- Ability to obtain CPR and First Aid certification
- Valid driver's license and reliable transportation

PREFERRED QUALIFICATIONS

- Bilingual (English/Spanish)
- Experience working with survivors of domestic violence
- Knowledge of local community resources
- Experience in crisis response, advocacy, or customer service in high-stress environments

WORK ENVIRONMENT

This position is on-site at our Independence campus and involves working in both office and residential shelter settings. Advocates frequently interact with individuals in crisis and must be comfortable with shift-based work to maintain 24/7 coverage.

Occasional travel between Hope House locations may be required.

Hope House prohibits discrimination and is committed to equal employment opportunities for all qualified applicants and employees.