

Self-Sufficiency Advocate

\$21.16/hour

Full time, non-exempt position (40 hours per week).

Schedule will be determined based on the ongoing need of the program.

Position Summary

The Self-Sufficiency Advocate works in conjunction with the Self-sufficiency team to implement and provide programming to cultivate skills that lead to increased autonomy and self-sufficiency for survivors of domestic violence. Four primary areas of advocacy include housing, education, employment, and connecting to public benefits and community resources.

Essential Functions

- Provide expertise and advocacy to help navigate the local housing systems to secure long-term housing for survivors of domestic violence.
- Assist survivors in applying the Violence Against Women Act (VAWA) protections to their housing.
- Provide direct-service and/or referrals for work-force preparation skills including resume building, interviewing, networking, and leveraging social media.
- Connect survivors with educational resources (GED, local school visits, advocacy with academic institutions).
- Provide expertise through either direct service or referrals to assist survivors with self-care and development of skills.
- Goal setting and case management with survivors of domestic violence in a trauma informed setting.
- Provide direction and assistance with navigating and leveraging community resources.
- Build and foster relationships for existing and new partnerships with community agencies.
- Implement workshops centered on education, job-training skills, and utilizing community resources.
- Assist clients with navigating government assistance programs.
- Record outcomes of each client in order to monitor progress in Safe Haven's client database ("Apricot").
- Report results of program to agency Leadership.
- Conduct jail visits, home visits, and hospital visits for domestic violence victims.
- Facilitate domestic violence support/ education groups (e.g., St. Louis County Jail, Duluth Bethel, Safe Haven-hosted group, etc.)
- Complete intakes and needs assessments to assist clients in connecting to all appropriate services at the Resource Center and in the community.
- Attend meetings/appointments off-site with clients and provide transportation when needed.
- Safety planning with survivors.
- Provide post separation support and assistance finding necessary services.

Responsibilities of All Safe Haven Employees

- Promote and participate in creating an environment of respect, dignity and sense of self-worth for all survivors.
- Understand the dynamics of domestic violence, including the challenges and barriers to permanent separation from an abusive partner.
- Respond calmly to crisis situations, function well under pressure, and take appropriate steps to deal with emergency situations with the goal of maintaining the safety of all clients and colleagues.
- Maintain security at all times.
- Comply with MN Mandated Reporting Statute.
- Uphold the principles of confidentiality as defined and required by the Violence Against Women Act (VAWA).
- Abide by the Code of Ethics for Victim Service Professionals.
- Maintain professional boundaries with all Safe Haven colleagues, shelter guests and clients.
- Contribute to an environment of trust, collaboration and responsibility agency-wide.
- Attend all staff meetings and additional trainings as assigned.
- Positively represent Safe Haven and act as a liaison with other agencies serving survivors.

- Abide by Safe Haven's personnel policies.
- Manage competing priorities efficiently and effectively.
- Uphold Safe Haven's mission and core values.
- Do the best work possible for all survivors served by Safe Haven programs.
- All other duties as assigned.

Qualifications & Competencies

Required Qualifications

- Lived experience of domestic violence and/or experience living as an unhoused person, or; college experience in Human Service or related field, or; experience in human service work.
- Experience working with people who are:
 - managing crises.
 - from diverse racial, cultural, social, economic and LGBTQ+ backgrounds.
 - experience chronic, persistent mental illness and/or chemical dependency.
- Demonstrated consistency and dependability in regard to scheduled shifts and/or work hours.
- Ability to remain awake and alert during scheduled work hours.
- Exercise computer skills including, but not limited to, word processing, data entry, spreadsheets and email.
- Strong written, verbal and interpersonal communication skills.
- Ability to read, write, speak and understand English.
- Valid driver's license and insurance minimums of 100,000/300,000/100,000.
- Ability to pass a background check and Motor Vehicle Records search before hire and annually thereafter.

Required Competencies

- Impeccable ability to follow through with assigned, and/or self-directed tasks.
- Ability to drive a vehicle safely in all conditions and circumstances.
- Skillful at tolerating and navigating ambiguous situations effectively.
- Ability to be warm, friendly, positive and approachable.
- Value diversity and leverage the benefits of different perspectives.
- Ability to physically attend to the various needs of the facility (i.e., cleaning/housekeeping, making beds, serving meals, washing dishes, lifting {up to 30lbs}, ascend/descend a flight of stairs, using office equipment {computer, telephone, etc.}).

Desired Qualifications

- Bachelor's Degree in Human Service or related field.
- Knowledge of Duluth and surrounding area community resources.
- Experience in a residential facility setting strongly preferred.
- Understanding of trauma-informed care for survivors of domestic violence.
- Ability to read, write, speak and understand multiple languages including American Sign Language.

Safe Haven Shelter & Resource Center does not discriminate on the basis of race, color, creed, national origin, religion, sex, affectional orientation or gender identity, political affiliation, marital status, status with respect to public assistance, disability, or age in the delivery of services or employment practices.