



CSE PART-TIME OVERNIGHT  
SHELTER ADVOCATE  
*Job Description*

**Job Classification:** Non-exempt

**Work Schedule:** Fridays, 11:30pm-8:00am

**Reporting Relationship:** Shelter Manager

**Primary Accountability:**

Maintains a safe, confidential environment for clients of the CSE Shelter. Provides services to clients and their children who are victims of domestic violence, sexual assault, stalking, and human trafficking.

**Major Duties:**

- Offers information and/or crisis counseling to 800 number callers, make referrals to other community agencies and resources (crime victims compensation fund, mental health services, etc.).
- Meets victims at the hospital for domestic violence or sexual assault support.
- Conducts initial shelter screen and intake for those who are victims of domestic violence, sexual assault, stalking, and human trafficking.
- Orients new shelter residents and completes necessary paper work.
- Monitors residents in community living, addressing any concerns that arise per shelter policy manual.
- Assures resident and staff safety by taking necessary emergency measures.
- Assists in maintaining shelter cleanliness and orderliness. Examples: shelter laundry, donation management, stock kitchen, clean/set up bedrooms for the next shelter resident.
- Documents relevant shift information in log and provide verbal "briefing" to oncoming staff and staff back-up as needed.
- Documents all calls and completing weekly, bi-weekly, and/or monthly paper work for supervisor.
- Attends monthly Shelter Staff Meetings.
- Other duties as assigned.
- Actively promotes and supports the organization's mission and vision.

**Qualifications:**

- Ability to work well with a diverse client population.
- Ability to mediate and resolve conflicts.
- Ability to relate well to victims crisis.
- Ability to maintain health and safety regulations at the shelter.
- Ability to work independently.
- Must be punctual, reliable and understand client/staff good boundaries issues.



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**Physical Demands:**

- Able to lift 50 pounds.
- Able to climb flights of stairs multiple times daily.

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

**People of color and individuals bilingual/bi-cultural in English/Spanish are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, disability or veteran status.**

_____	_____	_____	_____
Employee Signature	Date	Supervisor Signature	Date

please send resume to PaulaF@ywcaneks.org