Position Title: **Short-Term Emergency Housing Advocate (Part-Time) 5/1/2022**

Reports To: Director of Housing Services

Hours: 20 hours per week (Monday – Thursday, 12:00PM – 5:00PM)

Hourly Rate: $12.00 per hour

**Job Purpose:** The employee in this role will work closely with the Director of Housing Services, Family Abuse Services Advocates, and the Short-Term Emergency Housing Advocate/Case Manager in creating, implementing and maintaining services for our shelter guests and crisis callers. This position will be responsible for completing secondary screenings with potential clients, staging units/rooms, and distributing necessary supplies to clients on an ongoing basis. In addition, Short-Term Emergency Housing staff are responsible for providing emotional support (where appropriate), personal advocacy, and hospitality to shelter guests.

**Responsibilities:** The person hired for this position will be responsible for:

* Completing secondary screenings with potential clients,
* Staging units/rooms,
* Distributing necessary supplies to clients on an ongoing basis,
* Attending Housing Committee Meetings as needed, and
* Other duties as assigned.

**Qualifications, Skills, & Abilities:** The person hired for this position should possess and demonstrate the following skills/abilities:

* Attention to detail;
* Well-organized;
* Ability to multitask;
* Time management;
* Personal accountability;
* Autonomy and/or the ability to work independently with minimal supervision;
* Demonstrated skills in working in a team
* Commitment to issues of diversity, intersection of oppression, and the development of culturally relevant programs to ALL victims. Applicant should assist victims without regard to race, color, national origin, age, gender, gender identity or expression, sexual orientation, marital status, disability, military/veteran status, citizenship status, religion or political affiliation, past convictions or incarceration, prior psychiatric treatment, or any other status protected by federal or state law, local ordinance or Executive Orders.

**Education & Experience:** High School Diploma or GED **and/or** 3 years of experience providing victim advocacy or assistance. At least two years of clerical experience using various office equipment, including computers, copiers, and scanners. At least two years of customer service experience.

**Computer Skills:** Proficient in Microsoft Office (Excel, Word, Outlook). Proficient intermediate computer experience (Windows programming), experience with Osnium database preferred

**License/Credentials:** Possession a valid N.C. driver’s license is required for this position.

**Physical Demands:** Standard physical demands such as standing and sitting. Lifting items weighing no more than twenty pounds.

**Work Environment:** Standard office environment, non-congregate shelter environment.

**Position benefits include:** Access to a retirement program and to free counseling services once all program qualifications are met.

**Family Abuse Services of Alamance County**

Family Abuse Services of Alamance County, located within the Family Justice Center, is tasked with planning and coordinating domestic and intimate partner violence services and prevention education across Alamance County, North Carolina.

For more information about Family Abuse Services of Alamance County, please visit: <https://www.familyabuseservices.org/>

For more information about the Family Justice Center of Alamance County, please visit:

<https://www.alamance-nc.com/fjc/>

**Applicant Instructions:**

Please email your resume, cover letter and three references to: sburnett@familyabuseservices.org