



YWCA Greater Lafayette
605 N. 6th St.
Lafayette, IN 47901
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DVIPP SHELTER ADVOCATE

Department: Domestic Violence Intervention and Prevention Program (DVIPP)
Supervisor: Senior Director of DVIPP
Classification: Part-time, Non-Exempt

Position Overview

The DVIPP Shelter Advocate is responsible for handling crisis calls, and basic case management duties as well as providing shelter organization and supervision.

Essential Functions

- Provide residents and non-residents with crisis intervention, intake and safety planning.
- Facilitate cleaning and light maintenance of household with resident assistance.
- Advocate for residents and non-residents with legal, social service, education and medical organizations as needed.
- Participate in a minimum of one monthly staff meeting.
- Maintain client and program confidentiality.
- Maintain all necessary documentation and records.
- Represent organization in a professional manner at all required meetings and events.
- Other duties as assigned.

Requirements and Qualifications

- High school diploma and related experience required.
- Ability and willingness to work weekend, overnight, and holiday shifts.
- Obtain 10 Continuing Education Units (CEUs) annually.
- Ability to multi-task and adjust priorities as needed.
- Ability to work independently on assigned responsibilities and manage stressful or crisis situations.
- Knowledge of community resources and support organizations preferred.
- Strong written and oral communication skills.
- Familiarity with common computer software such as Word, Outlook and Excel.

Additional Requirements

To perform essential functions of this job, the employee is regularly required with or without reasonable accommodation to sit, stand, bend and reach with manual dexterity sufficient to operate standard office machines such as computers, copiers, telephones and other office equipment. Valid driver’s license required. May require lifting up to 40 pounds. Requires normal range of hearing and vision.

Acknowledgement

Acknowledgement of this Position Description does not constitute a contract of employment. This position can be modified at any time for any reason by YWCA Management.

Employee Signature

Date

Program Director Signature

Date

Executive Director Signature

Date