



The Opportunity:

Are you committed to helping others?

Safe & Sound Somerset is looking for a creative, energetic, and passionate Residential Advocate to join our dynamic trauma-informed organization.

What Your Day will Look Like

You will deliver a variety of services to survivors in the residential Safe House and via the 24/7 Domestic Violence Helpline including coordinating and providing support through trauma informed case management and advocacy. Your goal will be to help the survivors heal from domestic abuse and/or sexual assault through holistic and compassionate client centered program. This is a full time position, Sunday through Thursday or Tuesday through Saturday from 10:00 AM-6:00 PM

What You Bring to this Role

First and foremost, you'll bring a level of enthusiasm towards helping survivors. You'll use your strong communication skills, your stellar organizational skills, and your high level of emotional intelligence to meet the survivors where they are and support their healing process. An Associate's degree in Social Work, Psychology or related field is preferred as is a minimum of two years case management experience in a residential setting. It is also preferred that you are bi-lingual in Spanish.

What We Offer

We believe in continuous learning and will provide you with professional development workshops. You will be surrounded by a committed, multi-disciplinary team environment. We provide a comprehensive medical and benefits package, paid time off/sick time, a 401K plan and flexible work schedules in a hybrid work environment or eligible positions (remote/off-site). We do require you have access to confidential remote office space and high-speed internet.

Safe + Sound Somerset strongly values diversity for the benefit of our team, our work, and our collective movement to end violence. We are proud to be an Equal Opportunity Employer and strongly encourages applicants from racially or ethnically diverse communities, LGBTQ+ communities, individuals with disabilities, and survivors to apply.

To learn more, visit our website at www.safe-sound.org

Please submit your letter of interest and/or resume to humanresources@safe-sound.org



Position Title:	Advocate, Residential Services Bilingual (English/Spanish)
Work Hours:	Fulltime: 35 Hours 10AM-6PM, Sunday-Thursday/Tuesday-Saturday
Exempt/Nonexempt:	Exempt, Salaried
Immediate Supervisor:	Manager, Residential Services
Job Summary:	This position is responsible for providing trauma informed case management, support, and advocacy services to survivors in the residential safe house and 24/7 domestic and sexual violence helpline.
Title Band:	Advocate
Remote Eligibility:	Partial
Salary Range:	\$42,000 - \$45,000 annually

I. Duties and Responsibilities

A. *Client Navigation and Advocacy*

1. Provide case management and supportive education-based advocacy services to assigned clients. CM includes but is not limited to supportive listening, financial planning, community resources, employment, and housing information.
2. Provide advocacy services to support assigned caseload, including but not limited to systems interventions with social services, financial planning, employment, and housing.
3. Coordinates supportive services for shelter and transitional housing residents, including but not limited to transportation, basic needs acquisition and onsite or virtual support groups and more.
4. Provide hotline coverage through assessment, crisis intervention, education, advocacy, and referral services as scheduled and needed.
5. Establish and maintain internal and external relationships to access and enhance resources for clients and their children.
6. Responsible for overall client support and navigation of Safe House and Transitional Housing.
7. Maintains location confidentiality, safety, and security.
8. Assigned projects to assess and expand services to Safe House and Transitional Housing clients as demand dictates.

B. *Reporting and Documentation*

1. Maintains daily documentation of client records, hotline calls, and files according to organizational policies and procedures.
2. Prepare monthly statistical reports and analysis of client trends and service needs as directed.

C. Organizational

1. Participates in organizational, department and team meetings/committees and trainings as directed.
2. May be required to work outside of normally designated shift to include overnight shift as well as weekends and holidays.
3. Any other duties as assigned and deemed necessary for the continuation and improvement of the program and/or organization.

II. Supervisory

1. Volunteers and interns as directed.

III. Qualifications and Skills

1. Bachelor's degree in public or human services, social work, business or related field.
2. Minimum 2 years' experience in managing hotline, helpline or crisis intervention programs.
3. Minimum 2 years' experience in advocacy and/or crisis intervention preferred.
4. Strong knowledge of domestic violence / sexual assault preferred.
5. Bi-lingual (Spanish) strongly preferred.
6. Ability to work remotely both, independently and in team collaboration.
7. Proficiency in Microsoft Office 365 Suite, database navigation, remote communication and work technology.
8. Minimum of an Associate's degree in Human Services, Psychology or related field.
9. Minimum of two years' case management experience, in a residential setting preferred.
10. Bilingual (English/Spanish) required.

IV. Requirements of Employment

- A. Background Check: Satisfactory result required upon hiring and every 3 years to maintain employment.
- B. Completion of Mandatory 60-hour training in Domestic Violence/Sexual Assault within the first 90 days of employment.
- C. Completion of Trauma 101 Training within first 6 months of employment.
- D. Must be able to remain in a stationary position at least 50% of the time;
- E. Required to occasionally move about inside the office to access file cabinets, office machinery, and move boxes and materials, up to 20 lbs.
- F. Staff may be required to work outside of their normally designated work hours to include evening hours and weekends.

Safe+Sound Somerset provides equal employment opportunities to all employees, applicants, and job seekers and is committed to making decisions using reasonable standards based on the individual's qualifications as they relate to a particular employment action including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. No person shall be discriminated against in employment or harassed because of race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, military status, marital status, parental status, ancestry, genetics, or any other characteristics protected by federal, state, or local laws.

Safe+Sound Somerset complies with all federal and state laws concerning the employment of persons with disabilities and acts in accordance with such regulations and guidance including the Americans with Disabilities Act (ADA).

Commitment to Equity in Hiring: Safe + Sound Somerset strongly values diversity for the benefit of our team, our work and our collective movement to end violence. Safe + Sound Somerset is proud to be an Equal Opportunity Employer and strongly encourages applicants from racially or ethnically diverse communities, LGBTQ+ communities, individuals with disabilities, and survivors to apply.