



Position: Empowerment Advocate

Supervisor: Shelter Director

Position Description:

This professional is responsible for providing empowerment-based case management, advocacy and supportive services to participants enrolled in PADV shelter-based programs through individual and group sessions, referrals and community educational services.

Roles and Responsibilities

- Maintains a caseload of up to 15 adult residents and meets with clients weekly
- Provides case management services to adult domestic violence participants, both male and female, enrolled in PADV shelter-based programs in person
- Assists in answering the crisis line and inputting crisis line data into Caseworthy
- Facilitates weekly support groups that focus on empowering residents to maintain a safe and stable lifestyle
- Refers appropriately and works cooperatively with criminal justice, legal and medical professionals and other community agencies
- Participates in weekly case staffings and weekly supervision
- Assumes responsibility for professional development by attending relevant and available training workshops, seminars, agency staff meetings and trainings
- Provides professional documentation of services provided, including statistical information and safety planning, and maintains case records utilizing CJCC Standards as a primary benchmark in our database.
- Commits to the principle of confidentiality as it relates to client information.
- Follows agency, contract, grant and licensing policies and procedures
- Responds to agency needs as established with the Shelter Director in line with program assignments, abilities, and community needs
- Participates as a part of the "On Call" rotation which serves as backup to shelter staff
- Performs other duties as assigned

Minimum Qualifications:

- Bachelor's Degree in a Social Work related field required
- Knowledge of domestic violence and its impact on survivors
- Experience working with the homeless/domestic violence population in a residential setting
- Ability to maintain a level of professionalism at all times
- Ability to work in a team environment
- Knowledge of community services and resources and how to access them



- Empowerment-based advocacy/counseling skills, such as assessment planning, problem solving, crisis intervention and supportive techniques
- Proficient in typing, organizing client files and entering data into our database
- Ability to work with culturally diverse groups
- 21 years of age with a valid drivers' license
- Available to work flexible hours, but established hours based on the needs of the shelter
- Able to pass a Cogent background check