



JOB DESCRIPTION

Position Title: Weekend /Night Shelter Advocate
Position Type: Part-Time, Hourly
Salary: \$20 an hour
Hours: 8PM-6AM (Night Advocate); 6AM-1PM or 1PM-8PM (Weekend)
Reports To: Shelter Director

Position Description

Act as a support person to shelter residents during the night. Provides crisis intervention, peer counseling, risk assessment, conflict resolution to adults and children residing at the Empower Yolo Safehouse.

Position Responsibilities

- Initial evaluation and screening of clients who enter during evening or weekend.
- Respond to the needs of the residents
- Provide risk assessment and safety planning
- Provide crisis line coverage as scheduled
- Monitor and evaluate client progress and document daily in clients.
- Host residential house meetings
- Assist clients with crisis and conflict management.
- Monitor shelter security
- Data entry for safehouse staff
- Ensure safety and security of shelter program during shift hours
- Assist with maintenance of shelter space, including doing laundry, organizing donations room, completing facility logs, and other projects as needed
- Maintain client resource files
- Complete nightly shelter census and complete exit assessments.
- Complete full “overnight checklist” on each shift
- Other duties as assigned.

Knowledge, Skills, & Abilities

- Ability to work well with others
- Good listening skills; empathetic
- Strong planning and organizations skills, ability to manage multiple tasks
- Ability to work well on one’s own
- Extensive knowledge of domestic violence and sexual assault
- Basic knowledge of computer programs (word, excel, publisher, outlook, etc.)



Education, Experience, & Requirements

- Peer Counselor Certification
- Previous supervisory/management experience
- Previous peer counseling experience
- Knowledge of Yolo County services
- Bilingual Spanish-speaking a plus
- Applicant must be fingerprinted/live-scanned and receive clearance from the Department of Justice

AGENCY DESCRIPTION

Mission Statement:

Empower Yolo's mission is to promote safe, healthy, and resilient communities.

Empower Yolo's purpose is to provide:

- (a) Twenty-four hour crisis intervention, emergency shelter, confidential counseling, training, legal assistance, and other services for individuals and families persons affected by domestic violence, sexual assault, stalking, human trafficking, and child abuse;
- (b) Resource centers for community services to improve the health, social, educational and economic outcomes of Yolo County residents; and
- (c) Community outreach and educational programs about available resources to promote health, stability, and self-sufficiency for individuals and families.

All services are to be provided in a manner that appreciates, enhances, and utilizes the strengths of Empower Yolo's clients and honors their cultural practices and traditions.

Application Process

Please submit current resume and three references to:

Sonia Jimenez

E-mail: sonia@empoweryolo.org

Application deadline: Until filled

The EMPOWER YOLO is an equal opportunity employer and does not discriminate in regard to race, age, cultural or religious background, disability, gender, gender identity/expression, or sexual orientation. All qualified candidates of all backgrounds are encouraged to apply.