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| POSITION SUMMARY  Explain the purpose for the position and summarize the responsibilities. |
| The **Missoula Family Housing Center Overnight Advocate** position is responsible for providing overnight advocacy services to the homeless families residing in the Missoula Family Housing Center. Performance of duties reflects the YWCA value that all human beings will be treated with respect and dignity and approached with recognition of their individual importance. |

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| REQUIRED QUALIFICATIONS  Minimum qualifications for skills, abilities, knowledge, experience, and education. |
| * High school diploma or High School Equivalency Diploma required. Bachelor’s degree in human services or related field, or equivalent education/experience preferred. * One years’ experience working with domestic violence, sexual assault, or homelessness preferred. * Must pass a background check designed to protect the interest of families served by the YWCA programs. |

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| POSITION SPECIFIC RESPONSIBILITIES |
| ADMINISTRATIVE:   * Provides guidance and support to the volunteer overnight staff. * Provides trauma-informed and survivor-focused advocacy to residents in the Family Housing Center. * Ensures that program guidelines and policies are being met by participants. * Helps foster a sense of personal strength and self-sufficiency in participants. * Facilitates resolution with crisis that may arise during the shift. * Alerts the Family Housing Center Manager and others as appropriate, to areas of concern. * Enters weekly into HMIS data base. * Generates new ideas to improve the Family Housing Center services. * Ability to sit for extended periods of time, stand, bend and lift up to twenty-five pounds as needed. * Exposure to difficult situations and emotionally taxing client circumstances, including physical aggression, may be encountered. |
| GENERAL DUTIES   * Act as primary point of contact for residents should they need assistance during the night. Shift hours are from 8pm-8am and each part-time overnight advocate will be responsible for a minimum of 1 night shift per week. * Evening hours will involve assisting with the wrap-up of the nightly evening meal, checking residents in for the 10pm curfew, and performing room checks with all residents who have not checked in for the night. * Overnight duties may include assisting residents when needed, entering data from day shifts, enforcing quiet hours when necessary, disinfecting commonly used areas, and preparing the facility for the next day. * Attends weekly staff meetings. * Promotes a sense of safety and security and community among participants. * Ensures participant confidentiality. * Acts as a positive role model to family housing participants and other YWCA participants. * Participates in performance appraisals as appropriate. * Adheres to YWCA policy and procedures. * Reports incidents of child abuse to, Family Housing Center Manager, Director of Programs, and the Executive Director. * Acts as responsible team member. * Helps train new staff. * Demonstrates energy and enthusiasm for work. * Exhibits a warm, friendly attitude toward clients, children, employees, volunteers, and general public. * Displays awareness of and ability to deal with diversity among people, including disabilities among clients. * Shows competence as an information source about the YWCA and related Missoula agencies. * Displays a neat appearance and competent manner. * Performs other related duties as assigned.   REPORTS to:  Directly accountable to the Family Housing Center Manager. This position has daily contact with administrative staff- particularly the Receptionists and Family Promise Volunteer. This position, within the parameters of the YWCA policies and procedures, exercises a high level of independence in decision-making. Significant errors in judgment may endanger the health and safety of the participants and/or staff and may cause serious financial and/or legal repercussions for the YWCA. |

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| **Signatures**  ***This section needs to be to be completed upon hire date or revision of description by the staff member, direct supervisor, and Operations Manager.*** | |
| **Staff Member:** | **Date:** |
| **Supervisor:** | **Date:** |
| **Operations Manager** | **Date:** |