



## THE CENTER FOR WOMEN & FAMILIES OF EASTERN FAIRFIELD COUNTY, INC.

753 Fairfield Avenue  
Bridgeport, CT 06604  
(203) 334-6154

### JOB ANNOUNCEMENT

#### **Title: Per Diem Over Night Safe House Advocate: Awake**

Reports to: Manager of Crisis Services  
Status: Non-Exempt

#### **Summary**

Provides client-centered, quality advocacy and crisis intervention services to women and children in The Center's domestic violence safe house in accordance with ARRA shelter funding mandates

#### **General Responsibilities**

- Works with staff to determine client admissibility into the safe house based on client need, agency policies and protocols and CCADV standards
- Provides client intake, safe house orientation, counseling, advocacy and crisis intervention
- Provide clients with support from a client defined advocacy model of service
- Facilitates a smooth transition into and out of shelter life, including the logging of client concerns
- Provides written and verbal reports of activities to the Crisis Services Manager and other staff members as appropriate
- Enters case notes, relevant documentation and service codes into the client databases in a timely manner
- Provides transportation for safe house residents and hotline clients when needed
- Ensures a safe, clean and supportive environment for the women and children in the safe house
- Provides regularly scheduled House walkthroughs during overnight hours
- Attends required internal and external meetings and training sessions
- May participate in rotating coverage of 24 hour, seven days/week hotline coverage according to current protocols, including supporting and advocating for victims at the hospital and police department, providing intake into safe house and providing transportation to victims as necessary
- Special projects as assigned

#### **Qualifications**

##### Required

- Minimum High School Diploma required, Human Services Degree preferred
- Minimum one year of experience in working with victims of domestic violence and sexual assault
- Strong commitment to the Center's mission
- Ability to work with diverse populations
- Satisfactory completion of the Center's certification training
- Excellent verbal and written communication skills
- Must have good organizational skills
- Daily access to a car with a valid CT driver's license

##### Preferred

- Computer literacy, including data entry experience, utilization of software packages, Microsoft Word and internet/e-mail
- Experience with database management systems such as FoxPro