



## **Part Time Safe House Advocate**

### **Qualifications/Skills:**

Prefer experience in counseling and/or advocacy, knowledge of the 5 core principals of Trauma Informed Care, strong interpersonal and communication skills, able to access and handle crisis situations, strong computer and writing skills, good working knowledge of Microsoft Office, ability to work as part of a team and independently, ability to accept responsibility and follow through with assignments. You must have a reliable vehicle, valid driver's license and vehicle insurance. Holidays, Evenings, overnights and weekends are a must.

### **Minimum qualifications/skills:**

- Associates degree in human services or a High School Diploma/GED with two or more years' experience working in a social services field.

### **Responsibilities:**

- Answering our hotline phone in a professional and positive manner.
- Strong skills in crisis intervention and conflict resolution.
- Provide individual counseling around domestic violence issues.
- Aid in making the safe house environment to be one of safety, trustworthiness, choice, collaboration and empowerment.
- Provide advocacy on our client's behalf with services providers.
- Develop and continuously update safety plans with clients and their children (when applicable)
- Ability to work effectively with a diverse range of clients
- Responsible for record-keeping, individual files, daily logs, necessary forms for statistics and ETO database.

### **General and Related Responsibilities:**

- Assist in the care and maintenance of the safe house.
- Acquire and Maintain 24-hour certification as a domestic violence counselor.
- Attend CCADV trainings/meetings as required.
- Perform related duties as required and/or deemed necessary by management.

If you are interested please send resume with cover letter to [jingaran@thenetworkct.org](mailto:jingaran@thenetworkct.org) or mail to the attention of the Safe House Manager at: The Network 139 Hazard Ave. Building 3, Enfield CT 06082

*This position is a part-time, non-exempt from the provisions of the wage/hour laws and reports to the safe house manager. The Network is an equal opportunity employer. All employment is at will and no employment contract shall be construed from any action, document or statement of the employer.*