

Shelter Advocate

Importance: Shelter Advocates provide support to the women and children in the shelter in a variety of ways, including (but not limited to) helping maintain the order and cleanliness of the house by doing laundry and sorting donations, assisting residents with applications or helping them with searches for employment opportunities or housing, and facilitating Children's Group while the mothers attend their on-site groups. Shelter Advocates contribute to making the house a warm and inviting place to stay.

Program: Shelter

Mentor: Case manager and/or Shelter Monitor

Responsibilities:

- *Team work and relationship-building:*
 - Greet and interact with shelter residents in a friendly manner.
 - Assist residents with filling out paperwork and conduct searches online.
 - Take hotline calls as needed.
 - Attend to residents' needs (i.e. retrieve requested pantry items or log residents onto computers).
 - **Specialization:** please see the **Translator** position description.
- *Childcare:*
 - Provide childcare for mothers during case management meetings.
 - Conduct Children's Group in the Children's Room or on the playground during on-site groups.
 - Plan activities and communicate with the Community Engagement Specialist about needed project materials.
- *Operational/Administrative:*
 - Check and sign off resident chores as requested.
 - Maintain the organization of the pantry and donations rooms.
 - Log units of service.
 - Organize, make copies of, and file documents/applications.
 - Clear and clean bed spaces after residents leave the shelter (throw away used items; shred documents with pertinent information)
 - Do laundry at the local Laundromat.
- *Participate in Volunteer Program:*
 - Turn in timesheet the 2nd of every month.
 - Attend monthly volunteer meeting every 2nd Wednesday of the month from 6-8 pm.

Requirements:

- *Qualifications:*

- Commitment to SAVE’s mission, philosophy, and values.
- Sensitivity to clients from diverse backgrounds.
- Ability to remain calm in high stress environments.
- Flexibility and adaptability; ability to prioritize tasks, work independently, and take on new responsibilities as needed.
- Must pass Livescan background check.
- *Training:*
 - 40 hour Domestic Violence Counselor Training
 - Hotline Training
 - Volunteer Orientation/Shelter Tour

Time Commitment & Availability:

- Minimum commitment of 100 hours over a period of 6 months or longer.
- Consistent weekly shifts or on-call, flexible scheduling dependent on current needs of organization.
- Shifts are 3 – 4 hours (Monday – Saturday between 9:30 am – 9 pm).

Location: SAVE Shelter

Benefits:

- Making a difference in the lives of women and children recovering from abuse.
- Opportunity to meet interesting people, including staff, residents, and other volunteers.
- Develop and practice interpersonal communication and empowerment skills.
- Learn about case management and social services available in Alameda County.
- Be a part of an active, supportive group of volunteers!