



Employment Opportunity

Client Support Advocate

Part-time, 20 hour/week

The Organization: SAVE's mission is to strengthen every individual and family we serve with the knowledge and support needed to break the cycle of domestic violence and build healthier lives. In pursuit of this mission, SAVE provides a comprehensive range of direct services to people experiencing domestic violence from immediate crisis intervention to long-term supportive services.

SAVE offers competitive benefits and a fun and stimulating work environment. We are focused on continually improving our survivor- centered, trauma- informed work and meeting the needs of the diverse communities we serve.

The Position: The Client Support Advocate staffs the front desk at our Empowerment Center and is the first contact for survivors and others as they walk through our doors. The advocate is responsible for ensuring that everyone feels welcome, safe and supported. The advocate performs a wide variety of tasks, both with survivors and in support of the programs and activities of the Empowerment Center.

The Ideal Candidate: Strong candidates for this position will demonstrate the ability to thrive in a fast-paced, crisis services environment. The right candidate will be warm and outgoing and enjoy interacting with the public. The advocate must have the ability to demonstrate empathy and compassion even in difficult circumstances. The advocate must be able to juggle multiple tasks and demonstrate skill in prioritization and organization. They must enjoy working independently as well as being part of a larger team.

Previous experience in a non-profit, direct services organization is strongly desired. Candidates who are bi-lingual/bi-cultural and/or who have lived experience as a survivor are preferred.

Status: Part Time, Nonexempt

Location: Fremont, CA

Hours: 20.0 per week

Salary: The salary for this position is \$16/hour

Benefits: Partial comprehensive benefit package, 403(b) retirement plan, paid holidays, vacation and sick-time

Primary Duties:

- Welcome survivors and other visitors to SAVE's Empowerment Center.
- Assess immediate needs of walk-in survivors and assist them to connect with the appropriate staff.
- Provide walk-in survivors with emergency food, clothing and other necessities.
- Provide information and referrals to survivors calling the business line and route them to the crisis line as appropriate.
- Respond appropriately to calls from the general public.
- Maintain a safe and secure environment in the lobby and entry, ensuring survivor privacy and confidentiality at all times.
- Ensure that spaces for clients (lobby, meeting rooms, client kitchen) are welcoming, clean and well-maintained.
- Support the delivery of client services by: stocking and maintaining the client kitchen, organizing and distributing hygiene supplies, maintaining distribution systems and documentation for client transportation and other resources.
- Assist with the scheduling of groups, workshops and client appointments by maintaining related calendars, schedules and room reservations.
- Manage food and office supply orders for Empowerment Center and safe house.
- Provide administrative support to Empowerment Center staff (i.e. receiving and distributing mail, managing petty cash, assisting with projects, accepting/recording in kind and monetary donations, managing postal meter).
- Assist with support of volunteers including tracking volunteer hours.

Secondary duties:

- Attend staff meetings, team meetings and trainings as scheduled or assigned by supervisor.
- Complete timesheets, client data and service documentation in a timely and accurate manner.
- Other duties may be assigned by your supervisor as needed.

QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

Ability to perform the duties described above. A typical means of acquiring those abilities would be:

- Two years of front desk or client services experience in a domestic violence or other social service agency.
- Completion of 40-hour domestic violence training.

ADDITIONAL REQUIREMENTS:

- Strong preference will be given to candidates who are bi-lingual in Spanish, Hindi, Punjabi, Farsi, Dari or another language frequently spoken by SAVE clients.
- Ability to work effectively, cooperatively, and respectfully with staff, volunteers, clients, and community members regardless of race, ethnicity, national origin, partner status, faith, age, socio-economic status, gender identification, and physical or mental ability.
- Strict adherence to organization’s confidentiality and privacy policies, and the ability to recognize sensitive issues and act accordingly.
- Demonstrate a high level of compassion and sensitivity to victims, their children, and the issue of domestic violence.
- Ability to work in a crisis-oriented environment.
- Ability to adapt to a variety of environments or work demands.
- Ability to multitask, prioritize, and organize in a fast-paced environment, both independently and as a part of a team.
- Impeccable attention to detail, including ability to self-monitor work to ensure accuracy.
- Excellent organizational and time management skills.
- Excellent written and oral communication skills.
- Valid CA driver’s license and current automobile insurance.
- Excellent computer skills with knowledge of Microsoft Outlook, Word, Excel, PowerPoint, Publisher. Experience with a client services data base preferred.
- Open to coaching, instruction, and guidance.
- Be committed to the mission and values of SAVE.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position.

<u>PHYSICAL ACTIVITIES</u>	-----Amount of Time Spent-----			
	Rarely 0 – 12%	Occasionally 13 – 33%	Frequently 34 – 66%	Regularly 67% +
Seeing: Must be able to see and read with or without corrective lenses.				x
Hearing: Must be able to hear adequately to communicate with people in person and via phone systems.				x
Sitting			x	
Standing/Walking			x	
Climbing/Stooping/Kneeling/Bending			x	
Lifting/carrying up to 25 lbs		x		

Lifting/carrying over 25 lbs		X		
Pulling/Pushing/Reaching				X
Grasping/Feeling/Finger use of both hands: Must be able to write, type, use a keyboard and telephone system.				X

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the employees assigned to this job.

Equal Employment Opportunity

As an equal opportunity employer, SAVE supports equal opportunity for employment and advancement free of race, color, religious creed, ancestry, national origin, age, sex (includes sexual harassment) pregnancy (childbirth or related medical conditions), marital status, sexual orientation (heterosexuality, homosexuality and bisexuality), medical condition (cancer and genetic characteristics), mental or physical disability (includes HIV and AIDS), political affiliation/opinion, Veteran's status, or request for family medical leave. SAVE is committed to ensuring that the work environment of SAVE employees are free from discrimination, harassment, and retaliation.

Interested applicants must submit a cover letter and resume to kateh@save-dv.org. Resumes without a cover letter will not be considered.

Rev. 2/4/19 KEH