



Job Posting

Community Advocate

About The Abbie Shelter

The Abbie Shelter's mission is *to promote safety, independence, and empowerment for survivors of domestic and sexual violence in Flathead County*. We serve clients of all backgrounds and genders through free services including 24-hour helpline, court advocacy, mental health support, shelter, and safety planning services. We are much more than just a shelter, and we support our clients through any step of the process of getting safe and recovering from intimate partner violence. Every year the Abbie supports more than 1,000 clients through our services and provides education to more than 1,500 additional people in the community.

For more information, please visit www.abbieshelter.org.

Organization Aims

1. **Show up.** Answer the call. Provide accessible services to all who seek them.
2. **Prioritize Safety:** the physical and emotional safety of our clients, staff, and supporters.
3. **Meet people where they are at** with empathy and compassion. Be trauma-informed.
4. **Be a voice** for victims' rights and social justice. Challenge the status quo when it needs challenging.
5. **Offer hope** to the suffering.
6. **Never give up!**

Organization Values & Approaches

1. **Trauma-Informed:** We aim to accommodate the real neurobiological needs of trauma survivors
2. **Client Lead:** We view the survivor as being in charge of their own journey
3. **Strengths Based:** We focus on the positive and the possible
4. **Relationship Based:** We trust that relationships between survivors and staff are key to success
5. **Evidence Based:** We use research to guide our policies and practices
6. **Feminist Based:** We acknowledge the societal structures that limit peoples' choices
7. **Coordinated Community Response:** We collaborate with local partners to coordinate systems of care
8. **Employee Self-Care:** We believe that you can't pour from an empty cup.

Organization Core Competencies

1. Have a deep understanding of the complexities and demanding nature of providing direct care to vulnerable populations and survivors of trauma, and possess the ability to provide trauma informed care.
2. Have the ability to empathize with clients while simultaneously providing a boundaried, self-regulated,

structured, and compassionate professional relationship.

3. Demonstrate cultural competence, the ability to empathize with people from diverse backgrounds, and experience providing inclusive services.
4. Have the capacity to balance client and organizational needs with personal emotional and physical needs.
5. Possess strong self awareness, with the ability and desire to self-reflect.
6. Have the ability and desire to work effectively both independently and collaboratively.
7. Have strong time management and task prioritization skills.
8. Have the ability to seek support, articulate needs, and receive feedback from clients, and co-workers.
9. Have the desire and capacity to build partnerships and work cooperatively with other service providers.
10. Possess above-average listening skills.
11. Strong written communication and documentation skills; proficiency in use of computer programs such as Google Drive, Word, Excel, Outlook, etc.
12. Ability to legally operate a motor vehicle and provide own transportation, lift up to 40 lbs, and work under variable conditions including: variable weather, noise, and other potentially unpredictable situations.
13. A passion for the mission of the Abbie Shelter.

Abbie Shelter Statement Of Inclusion

The Abbie Shelter fosters a culture of inclusion. We value folk with a wide breath of life experiences and world views. The Abbie values people of all racial, cultural, national, sexual orientations, gender identities, religious beliefs, marital statuses, family structures, ages, mental and physical health and abilities, political perspectives, educational backgrounds, and class statuses.

Community Advocate Position Description

The Community Advocate provides direct services to survivors of domestic and sexual violence, dating violence, stalking, and any form of intimate partner violence. The Community Advocate coordinates client services for non-sheltered / community-based clients. The Community Advocate collaborates with other direct services staff, clients, and community partners as a key link in systems of care and support. This is a non-entry-level position that provides some leadership to other direct service staff. This is a direct services position that is key in fulfilling the mission of a dynamic and effective organization.

Preferred Qualifications

Applicants must possess a bachelor's degree in a human services related field OR have two years of work experience providing direct service to vulnerable populations. Applicants will be requested to engage in a background check process prior to hiring.

Roles

1. **Direct Service:** Serve as a key member of the Abbie Shelter's direct services team. Provide trauma-informed, structured, and compassionate services to program participants, focusing on the core mission of safety, independence, and empowerment. A high level of coordination and collaboration is required across the direct service team.
2. **Leadership:** Offer oversight and organizational consistency to program staff and program development that perpetuates the organization's mission.
3. **Accessibility:** Ensure and expand the ability of program participants and community partners to access needed services efficiently.

4. **Capacity Building:** Explore and establish systemic venues to support direct services through which the organization can more reliably and predictably interact with clients.
5. **Collaboration:** Streamline the delivery of our programming and services to further strengthen our roles with our community partners to support the coordinated community response model.
6. **Consistency:** Create service delivery systems and standards for the organization's programs that afford consistency, quality, and efficiency.
7. **Documentation:** Complete documentation and keep statistics as needed. Protect confidentiality of client information. Coordinate and manage data entry with other staff.

Responsibilities

1. Coordinate responses to client inquiries, client services, and ongoing case management for clients.
2. Manage Abbie Shelter Mental Health Services Program. Maintain professional relationships with mental health providers. Perform client assessments and referrals.
3. Provide coordination and support for the Abbie Shelter's peer support group. Hire, support, and schedule two peer support group leaders. Coordinate new member referrals and screening with group leaders.
4. Identify high-risk clients and coordinate support services and interventions with other direct care staff.
5. Coordinate client referrals to other community programs (i.e. long-term shelters, drug/ alcohol treatment centers, and other support services as client needs dictate).
6. Coordinate services for clients transitioning out of shelter services with Shelter Coordinator.
7. Track and document all services provided.
8. Respond to general public inquiries, including: donations, information requests, etc.
9. Provide transportation for program participants on a case-by-case basis.
10. Perform other duties as assigned which fulfill the mission of the Abbie Shelter.

Compensation

The Abbie Shelter is committed to providing employees with a living wage salary that is competitive in our area and a comprehensive benefits package including: health insurance, generous paid time off policy, family-friendly work environment, & ongoing paid professional development.

Application Process

1. Send resume and letter of interest to advocate@abbieshelter.org before **March 26th**.
2. Interviews will be conducted on a rolling basis through April 16th.
3. Preferred start date: On or before May 3rd, 2021.