

Residential Advocate – 2 PTE openings
Barbara Kettle Gundlach Shelter Home

- Evenings, Nights, Weekends, M – Su
- Starting \$12.50/hr - EOE - Week avg. 20+hrs
- High School Diploma
- Good listening skills, answer Crisis phones assist clients, understands confidentiality.
- Ability to work as part of a Team. Training provided.
- Job Description available at www.bkgshelterhome.org
Send Resume' by e-mail bkgshome@pasty.com
BKG, P.O. Box 8, Calumet, MI 49913
No phone calls, no in-person delivery of Resume'

BARBARA KETTLE GUNDLACH SHELTER HOME
JOB DESCRIPTION: Residential Advocate

Responsibilities:

1. Provide crisis intervention services, both phone and face-to-face.
2. Complete and submit necessary paperwork, including intake and exit work.
3. Assist clients with needs.
4. Contact on-call staff with immediate concerns as necessary.
5. Inform incoming staff /volunteer of activity during shift and if supplies are needed.
6. Perform light housekeeping tasks detailed on Maintenance schedule.
7. Count and document donations as necessary.
8. Attending meetings and training as required by the agency.
9. Work weekend, evening, and overnight shifts as sole staff on duty.
10. Perform other duties as determined by the Executive Director

Qualifications:

1. Knowledge of domestic violence issues
2. Understand and maintain confidentiality.
3. Ability to communicate effectively in an empathetic manner.
4. Ability to respond calmly in crisis situations.
5. Legible handwriting.
6. Ability to work as part of a team and independently.
7. Utilize physical ability necessary (strength, balance, endurance) to stand, walk, and/or sit for prolonged periods and/or intermittently.

This position is paid by the hour and is part-time.

No paid health benefits, sickness, or vacation time is provided.

DISCLAIMER CLAUSE:

Job descriptions are not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job, they are intended to be accurate reflections of those specific job elements.

All positions are funded by grant funds and dependent on their availability.

Residential Advocate

Date

Executive Director

Date

5/2024 mbn