



PRN Residential Advocate

Position reports directly to:	Director of Residential Services Assistant Residential Director(s)
Positions reporting directly to this position:	Interns and Volunteers
Primary location:	Residential Campus, specifically Shelter
Schedule and Overtime eligibility status:	Flexible schedule up to FT as assigned including overnight and weekend shifts; Overtime eligible
Starting pay rate:	\$16/hour

Recommended Qualifications and Skills

Experience in social services or residential settings. Crisis de-escalation/conflict resolution skills along with professional level communication, critical thinking, and basic customer service. Effective communication skills required along with competency in computer usage, data entry and multi-line phone system management. Rotation of weekend shift availability is required. Must pass a level 2 background screening and provide a valid driver's license with a safe driving record. Ability to be CPR certified. Flexible availability required for a 24-hour residential setting.

Physical Requirements

Ability to:

- Move about the Outreach and Residential properties
- Help maintain and monitor residential campus facilities
- Drive agency vehicles and transport participants as assigned, this requires a 3 year driving history report for insurance clearance
- Sit at a desk or work station for up to 6 hours
- Participate in light lifting, cleaning/sanitizing and maintenance
- Operate (including basic troubleshooting) computers, printers and other agency technology

Principal Job Duties

1. Provide shelter coverage, including security system monitoring, conducting routine safety checks, addressing communal living agreement issues and implementing other safety measures as identified in shelter policies.
2. Provide direct shelter services, including but not limited to admitting and exiting residents, answering the helpline, and providing appropriate crisis counseling.
3. Provide critical services such as completing shelter intakes, safety planning, providing advocacy, basic needs assessments and community referrals.
4. Maintain resident records (electronic and paper) and other documentation as required or assigned.
5. Monitor and assist with maintaining safe facility operations by ensuring cleanliness, safe and operational equipment/furnishings, and equitable access and availability of essential supplies.
6. Provide resident transportation in the agency vehicles.

Email cover letter and resume to Sabriena Williams at sabrienaw@peacefulpaths.org. No calls please.