



abused Deaf women's advocacy services

ON-SITE SUPPORT STAFF

Full-time, Non-Exempt Position

Hours: Sunday-Thursday 1pm to 9pm, as well as on-call emergency duty as assigned

Abused Deaf Women's Advocacy Services (ADWAS) is a non-profit agency that serves Deaf and DeafBlind survivors of domestic violence and sexual assault and provides prevention education to the general community.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodations. ADWAS will work with employees with disabilities in providing reasonable accommodations for completion of these duties as needed. Due to the physical nature of this job, there is a separate physical demands section.

The On-Site Support Staff provides the following services:

- Respond to Supportive Housing and Shelter residents' needs
- Assist with shelter screenings, move-ins, shelter, and residents' lockouts
- Assist with survivors' files as well as assist with work assigned by the Property Manager
- Respond to emergency situations that may arise, making independent decisions as necessary
- Support ADWAS Management team by monitoring building activities after hours and weekends
- Teams with the Property Manager to respond to emergency requests for equipment issues, facility emergencies and tenant lockout requests during and after business hours (part of after hours on-call team)
- Work with Property Manager and Facilities staff for shelter turnovers within an established timeline. (repairs, painting, cleaning)
- Work with Property Manager and Facilities staff on shelter projects as needed
- Respond to survivor complaints/requests for assistance in timely, appropriate manner
- Help with any conflicts that may arise between survivors
- Maintain confidentiality of resident and program information
- Help assure building rules are followed after regular office hours
- Maintain security by limiting access to building and units
- Documents work and submit reports thoroughly and by prescribed deadlines
- Provide support for other ADWAS programs as needed

8623 Roosevelt Way NE • Seattle WA 98115

206-922-7088 / (206) 726-0017 fax / adwas@adwas.org / www.adwas.org

Updated 6/1/2021 EB

- Commits to practice organization's Mission Statement & Core Values; understands the anti-violence movement; educate self and others on cultural responsiveness

Required Qualifications:

- Minimum of 2 years involvement in the Deaf or DeafBlind communities (paid or volunteer)
- Fluency in American Sign Language
- Experience with crisis response preferred, but training offered as needed.
- Ability to effectively work with those from diverse backgrounds and experiences
- Ability to be flexible, maintain appropriate professional boundaries, and use sound judgment
- Ability to maintain professional demeanor in challenging circumstances
- Must have skills to do basic repairs/handy duties (such as plunging the toilet, painting, unclog sinks, etc.)
- Ability to work independently, communicate effectively with supervisor

Responsible to: Property Manager

Essential Functions:

- Must be able to remain in a stationary position constantly.
- Must often be able to use written English.
- Must be able to move inside the office and in the community frequently.
- Must be able to constantly operate a computer and other office items such as stapler, copy machine, printer, smart phone etc.
- Must be able to constantly communicate with supervisor, co-workers, community members, survivors, and others, must be able to exchange accurate information on these situations.
- Must be able to constantly problem solve, organize, prioritize, follow through.
- Must be able to frequently change tasks.
- Must be able to frequently work outdoors in cold or high temperatures.
- Must be able to often move and transport up to 20 pounds.
- Must be able to constantly work independently without direct supervision.
- Must be able to rarely interpret data and make decisions but must be able to often collect information on assigned topics and present to Property Manager in an organized way.

To apply:

Please send/email the ADWAS application, cover letter, and resume to Emily Buhman – officemgr@adwas.org – or by using the address on this letterhead. Three references will be requested as part of the background screening process. Applications will not be considered until all these items have been received. If you require alternative methods of application or screening, please email officemgr@adwas.org.

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ADWAS will not discriminate against any employee or applicant because of race, color, gender, age, sex, ethnicity, income, military status, religion, national origin, pregnancy, marital status, sexual orientation, gender identity, gender expression, political ideology, ancestry, status as a domestic violence or sexual assault survivor, or the presence of any sensory, mental or physical disability. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, selection for training, etc., and this policy of nondiscrimination shall be posted in conspicuous places, available to all applicants.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. ADWAS believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of the company.

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