



abused Deaf women's advocacy services

Shelter Advocate

Full-time non-exempt position.

The 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. Our core values are: Being Deaf-Centered, Dedication, Social Justice, Confidentiality, and Integrity

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.

The ADWAS Shelter Advocate provides the following services:

- Provide survivor-driven and trauma informed advocacy: legal, medical, and general advocacy to survivors of DV in the emergency shelter
- Provide education on choices and rights; and connect with community resources
- Work with survivors living in emergency shelter; addressing conflicts, assist with finding housing, and connect with community resources.
- Provide services to walk-in clients during ADWAS open hours.
- Connect survivors with community resources such as legal and medical systems, public and private agencies as well as develop and nurture on-going relationships with partner/referral service providers.
- Take a role in participating projects for the agency and/or direct services program such as activities for survivors, community engagements, social justice activities, and projects to meet the needs of program/organization
- Respond appropriately to crisis
- Seeks out support from co-workers & supervisor, proactively takes responsibility for self and work
- Maintain accurate service data in database; complete necessary paperwork and forms related to survivor services.
- Inventory and request supplies as needed.
- Documents work and submit reports thoroughly and on time. Ensure the client files are updated and prepare files for audits.
- Effectively use staff, direct services, and supervision meetings

Required Qualifications:

- Minimum of 4 years involvement in the Deaf or DeafBlind communities (paid or volunteer)

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- Native or near-native fluency in American Sign Language
- Knowledge of the issues of sexual assault and domestic violence
- Willingness to work flexible hours, including weekends
- Experience with crisis response preferred, but training offered as needed.

Responsible to: Advocate Manager

Essential Functions:

- Must be able to remain in a stationary position often
- Must be frequently able to use written English to produce and edit a large variety of documents
- 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 in these situations.
- Must be able to constantly problem solve, organize, prioritize, follow through.
- Must be able to frequently change tasks
- Must be able to seldom work outdoors in cold or high temperatures.
- Must be able to seldom move and transport up to 20 pounds.
- Must be able to frequently work independently without direct supervision.
- This role does not supervise staff.
- Must be able to frequently interpret data and make decisions.

Non-Discrimination:

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.

To Apply:

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

Employees must be fully vaccinated for Covid19. Your vaccine status will be verified as part of our onboarding process. Please note medical or religious accommodation may be available once an offer of employment is made.

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ADWAS is an Equal Opportunity Employer. Deaf, DeafBlind, DeafDisabled, S/CODA, hard of hearing, Survivors of interpersonal violence, BIPOC, and LGBTQIA+-identified persons are encouraged to apply.

Compensation:

Position starts at \$24.04 per hour. Medical, dental, vision, and retirement package are offered

Position open until filled