



## **RESIDENT ADVOCATE**

### **JOB SUMMARY:**

A Resident Advocate's role is to assist in protecting the rights and promoting the well-being of *residents* of the Hubbard House emergency shelter. Shelter residents may include survivors of domestic violence, sexual assault, human trafficking, child abuse, and elder abuse.

A Resident Advocate provides for the daily needs and safety for Hubbard House Shelter residents and their families living in shelter. The Resident Advocate also provides crisis intervention counseling, conflict resolution, advocacy, support, safety planning, lethality assessments, and follow-up services as warranted for Hubbard House residential participants. This position assists with the security and operation of the Emergency Shelter.

Hours/Days: Openings for various shifts.

### **WORK EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

HS diploma or GED considered with at least four years applicable experience preferably working in a certified domestic violence center. AA or equivalent considered with at least two years applicable experience. BA/BS in human service field with experience in crisis intervention and working with victims of domestic violence preferred. Experience in Microsoft Office (or equivalent) and data entry. A valid driver's license and dependable transportation required. Vehicle insurance must be maintained. Must meet eligibility requirements for Hubbard House, Inc. vehicle insurance coverage. Applicant must pass level-2 background screening.

All duties and requirements are essential job functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

### **FULL TIME / NON-EXEMPT**

**PAY:** From \$17.00 per hour (commensurate with experience)

**TO APPLY:** Qualified candidates are encouraged to apply by emailing a resume to [employment@hubbardhouse.org](mailto:employment@hubbardhouse.org). Please place the job for which you are applying in the subject line. No phone calls. Hubbard House, Inc. is an Equal Opportunity Employer.