



*A Shelter for Hope and Healing*

### **MISSION**

Terebinth refuge is a Christ-centered shelter and safe home that brings hope, healing services, and freedom to sexually exploited and trafficked women.

### **JOB SUMMARY**

Position: Full-time Advocate

Reports To: Program Director

Classification: Full Time Hourly- non-exempt, starting- \$16/hr. Experience & education considered

Other Contacts: Clients, Staff, Community Partners (i.e., Law Enforcement, Sexual Assault Center, Community Mental Health). General Public

The Full-time Advocate is to develop and maintain functional relationships with the residents in an advocacy capacity, which encourages each client to attain the highest degree of success and positive change through teaching, advising, and supporting. The Full-time advocate will help meet the specialized needs of the residents and work in collaboration with and support all staff in meeting those specific needs. The full-time advocate provides trauma-informed care to support residents.

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### **RESPONSIBILITIES**

- Full-time advocates work regular shifts in the safe home directly interacting with residents and available to support residents as needed during their shift. Full-time advocates often take on extra areas of expertise to assist in providing a high level of care and the home running smoothly. (i.e.. Activity planning, Volunteer coordination, child-care education, food planning)
- Provide clients with a safe and supportive environment; through functional, healthy, appropriate boundaries and balanced relationships, which demonstrate the love of Christ. All staff are responsible to assist in promoting a high quality of learning, skill building and self-discovery for each client.
- Full-time advocates are expected to monitor the house and residents, for safety on a regular basis.
- Provide supportive resident documentation, medication administration and all charting duties.
- Full-time Advocate are responsible for having general knowledge on all the client's individual case plan and goals and works to encourage and assist them in meeting those goal.
- Full-time Advocates serve as Primary Advocates and are also assigned to clients. They work collaboratively with the Case Manager with full knowledge of their assigned clients individual case plan and goals so they can directly assist and be a secondary resource for the client in meeting those goals and any specific needs of their client.
- FT Advocates ensure household duties such as meal prep and cleaning are completed and assigned daily activities are initiated and completed.

- All staff are expected to maintain information concerning resident identification and their personal information confidential outside of the organization.
- Full-time advocates are responsible to respond to crisis calls and complete documentation of those calls, collaborate with others (advocates, RN, Supervisor) when assessing a potential new intake. They also facilitate new client intakes ensuring all intake procedures and documentation are completed.
- Full-time advocates are responsible for attending staff meetings, continuing education and to complete 40 hours yearly including CPR, First Aide and Medication management.
- Responsible for knowing and carrying out the mission and purpose of Terebinth Refuge as determined by the Board of Directors.

## QUALIFICATIONS

- Ability to communicate professionally with, instruct, guide and support individuals who are considered at risk and traumatized.
- Social services or secondary degree in a relevant field, or college courses is preferred. The 40-hour Sexual Assault Advocacy training is required and will be offered as part of their Terebinth Refuge training.
- Knowledge of or experience in advocacy and or working with professionals in mental health, corrections, the criminal justice, and other social service systems is preferred.
- Experience with trauma-informed care preferred, but not required. Trauma training will be provided.
- Knowledge of word processing programs and basic Microsoft Office programs.
- Valid Driver's license and ability to transport residents in a TR vehicle.
- Desire and ability to set personal goals to improve on oneself, including a priority for self-care.