



### **JOB POSITION DESCRIPTION**

<b>JOB TITLE:</b>	Part-Time Shelter Advocate
<b>PROGRAM:</b>	Shelter
<b>REPORTS TO:</b>	Shelter Manager
<b>FLSA STATUS:</b>	Part-time / Non-exempt
<b>HOURS:</b>	Varied weekends, holidays and on-call rotation
<b>LOCATION:</b>	Mankato, MN

#### **JOB SUMMARY:**

This is an exciting opportunity to be a part of an organization that helps the thousands of people impacted by domestic violence and sexual assault each year. CADA’s Shelter program assists more than 200 women and children annually. As a Shelter Advocate, you will play a key role in supporting women and their children to reach safety, navigate trauma, and move onto the next step in their lives.

#### **JOB DUTIES/RESPONSIBILITIES:**

- Support CADA’s Shelter environment and activities.
- Provide direct advocacy to clients.
- Answer calls on the crisis line.

#### **PREFERRED QUALIFICATIONS:**

- Bilingual.

#### **MINIMUM QUALIFICATIONS:**

- Ability to maintain professional interactions with community partners and systems representatives.
- Ability to work with people from diverse racial, cultural, ability, social and economic backgrounds.
- Ensure individual and agency adherence to all confidentiality policies in the interest of clients and safety.

- Computer skills and experience using Microsoft Office software.
- Valid driver license, current insurance, and car are required.
- Ability to work day, evening, and/or weekend hours.
- Satisfactory criminal background check.

**PHYSICAL REQUIREMENTS:**

- Frequently operates a computer and other office productivity machinery such as a calculator, telephone, copy machine, and computer printer.
- Occasionally operates a motor vehicle.
- Occasionally moves supplies and equipment weighing up to 20 pounds.
- Frequently communicates with clients, staff, and community partners in stressful situations. Must be able to exchange accurate information in all situations.

**PAY RATE:** \$15 an hour

**CADA is committed to cultural diversity and does not discriminate on the basis of race, color, sex, age, religion, sexual orientation, disability or any other legally protected status.**

**Please send a letter of interest and resume with 3 references  
to Andrea Gilbert, Shelter Manager;**

**Email: [andreag@cadamn.org](mailto:andreag@cadamn.org)**

**Fax: 507-625-9431**

**Mail to: P.O. Box 466 Mankato, MN 56002**

**Deadline: November 16, 2020**