



## JOB POSTING – MAY 2021

<b>JOB TITLE:</b>	Shelter Advocate
<b>PROGRAM:</b>	Shelter
<b>REPORTS TO:</b>	Shelter Manager
<b>FLSA STATUS:</b>	Part-time / Non-exempt
<b>HOURS:</b>	Varied weekday & weekend hours, includes holidays and on-call rotation. Pay
<b>PAY:</b>	\$14 hourly
<b>LOCATION:</b>	Mankato, MN

### JOB DESCRIPTION SUMMARY:

**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.**

A Shelter Advocate is responsible for assisting victims and survivors of domestic and sexual violence through education, advocacy, and shelter. The Shelter Advocate works within a 22 bed emergency shelter where the advocate will assist women and their children and is also responsible for the 24-hour crisis line. In each setting the Shelter Advocate provides advocacy, safety planning, information, referrals, service management, emotional support, crisis intervention, and follow-up services to victims so they may have the choices, support, and linkages necessary for them to be successful in pursuing a violence-free life. Other services may include the advocate-initiated response on the crisis line, elder abuse, human trafficking, stalking, child physical abuse and child sexual abuse.

To apply:

Please provide a letter of interest and resume to Andrea Gilbert at [andreag@cadamn.org](mailto:andreag@cadamn.org). Applications must include all necessary materials to be considered. Application materials will be accepted until June 4, 2021.

### PREFERRED QUALIFICATIONS:

- Understands how gender-based violence impacts individuals and communities based on race, education, sexuality, abilities, age, gender, ethnicity, culture, language and class.
- Bilingual in English/Spanish, English/Sudanese, and English/Somali.

### 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 and insurance.
- Ability to weekends, weekdays, evenings, and overnight 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.