Written by Golden House gb Friday, 17 October 2014 13:01 -



GREEN BAY - Golden House is looking for a Victim Advocate.

Position: Victim Advocate -- Evenings & Weekends

Supervisor: Shelter Life Coordinator

Job Summary: Part-time position responsible for providing supporting services for victims of domestic violence and their families during evening, weekend and holiday hours.

Essential Duties:

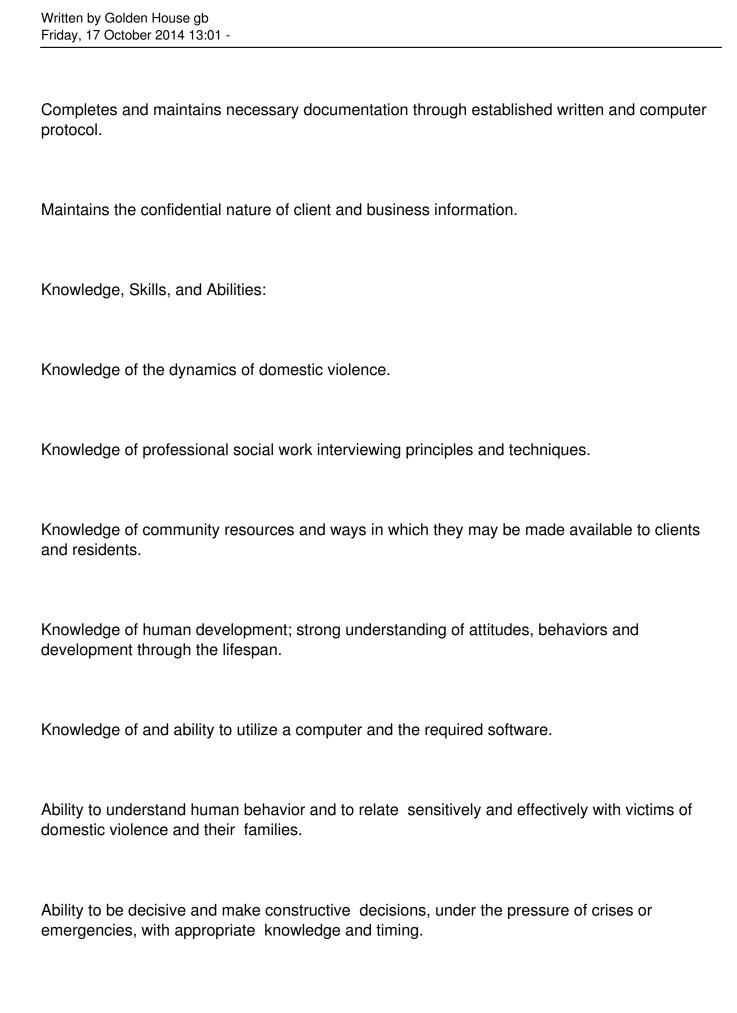
Provide crisis intervention for victims of domestic violence and their families by answering Helpline calls, completing DVIP (domestic violence intervention program) process, meeting with victims one on one, and completing shelter intakes.

Promote a healthy shelter living environment by ensuring that shelter guidelines and responsibilities are followed by shelter residents and that any issues are addressed immediately through proper protocol.

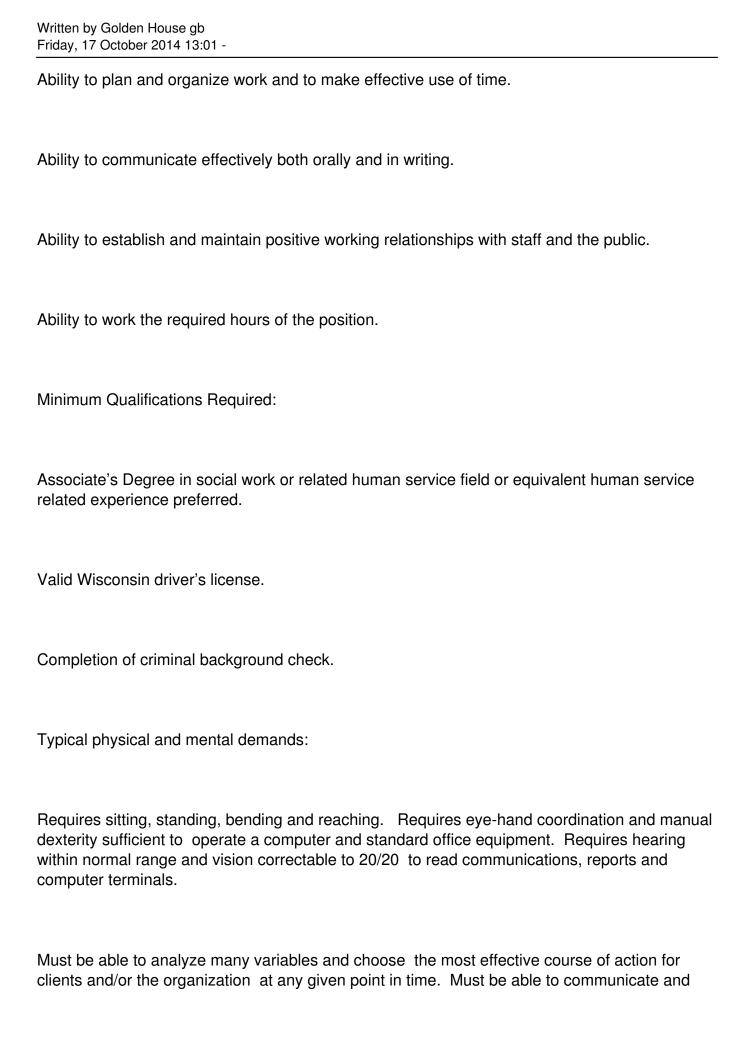
Respond to the needs of shelter residents by providing supplies as requested, supporting individual needs, mediating conflicts that arise, and supervising overall shelter activities.

Maintain a clean, professional appearance of facility by following protocol for accepting and storing donations, keep storage areas organized, and complete other tasks as assigned.

Victim Advocate



Victim Advocate



Victim Advocate

Written by Golden House gb Friday, 17 October 2014 13:01 -

provide verbal feedback in a professional manner. Must be able to analyze causes of interpersonal conflicts and resolve complex communications issues. Must be able to resolve problems, handle conflict, and make effective decisions independently. Ability to give, receive and analyze information, formulate plans, prepare written materials, and articulate goals and action plans. Must handle novel and diverse work problems on a daily basis. Must be able to perform arithmetic calculations involving fractions, decimals and percentages.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Submit cover letter and resume to xai@goldenhousegb.org