

**WICHITA FAMILY CRISIS CENTER**  
**Job Description**

**TITLE AND CLASSIFICATION:**

**Weekend Advocate (part-time)**

**FTE :** 0.5      **Status :** Non-Exempt      **Supervisor:** Shelter Manager

**SUMMARY**

Under general direction from the Shelter Manager, the Weekend Advocate provides advocacy, supportive services, and assistance with service plans for clients.

The primary responsibilities of the Weekend Advocate (part-time) are: (1) to receive prospective clients who have been victimized and seek assistance through the Wichita Family Crisis Center, as well as determine safety and suitability for service; and (2) to provide advocacy, support, and safety planning services for clients who enter shelter. The Weekend Advocate (part-time) may be required to work hours outside of regular business hours, including nights, holidays, and weekends.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The responsibilities for the Weekend Advocate (part-time) include:

- Identify safety issues with clients and develop individual safety plans
- Work with clients to identify advocacy needs and develop a personalized service plan
- Assist victims/survivors with informed referrals to community resources
- Provide supportive services as needed for clients, including crisis intervention, personal advocacy, medical advocacy, court advocacy, law enforcement advocacy, supportive counseling, parent and child advocacy, and child/youth advocacy
- Facilitate education and support groups for clients
- Maintain professional contact with community resources to keep current on services available to victims and knowledge of appropriateness for domestic and/or sexual violence victims, including victims of sexual exploitation
- Advocate for victims/survivors with systems (law enforcement, housing, immigration, etc.)
- Answer crisis line calls
- Enter program demographic and service statistics into database; complete reports as directed
- Follow-up with clients to assess progress; provide continuing service as appropriate
- Assist Shelter Manager in the evaluation of services and needs for domestic violence victims living in Shelter
- Participate in regular meetings and trainings to coordinate services and enhance professional development
- Conduct all duties from an evidence-driven, trauma-informed, and survivor-centered model
- Clean, disinfect and prepare shelter rooms following client's exit
- Perform other duties as assigned

**SUPERVISORY RESPONSIBILITIES:** N/A

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

Professional experience or training in early childhood education, parenting education, case management, counseling, domestic violence, economically disadvantaged, or other social issues preferred.

### **Skills and Abilities**

The incumbent must demonstrate the following skills:

- excellent interpersonal skills
- team building skills
- analytical and problem solving skills
- decision making skills
- effective verbal and listening communications skills
- attention to detail and high level of accuracy
- effective time management and organizational skills
- effective written communications skills
- strong knowledge and experience in use of Microsoft Office products
- stress management skills

## **PERSONAL ATTRIBUTES**

The incumbent must maintain strict confidentiality in performing the duties related to agency business. The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- ability to maintain professional relationships with co-workers

## **EDUCATION AND EXPERIENCE**

Undergraduate degree strongly preferred. Related work experience in social services field may be considered in lieu of degree.

## **CERTIFICATION, REGISTRATION, OR LICENSE**

Class C driver's license, motor vehicle, and insurance required.

Background check required.

## **EXPOSURES**

Controlled inside work environment with noise/vibrations from general office equipment.

Frequent exposure to other environments such as public buildings, doctor offices, etc. Minimal exposure to fumes/dust/odors.

## **PHYSICAL DEMANDS**

- **Work Type:** Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Climbing/Balancing/Freedom to Move:** May be assigned to multilevel building with some floors accessible by stairs only. Minimal required to move about office. Sit about 25 percent of time.
- **Stooping/Bending:** Minimal.
- **Reaching:** Occasional, overhead as well as horizontal and down.
- **Vision:** Adequate to perform essential functions.
- **Color vision:** No particular color vision requirement.
- **Hearing:** Frequently perceive nature of sounds by ear.
- **Speech:** Frequently express ideas by means of spoken words.
- **Eye/Hand/Foot Coordination:** Frequently operates equipment requiring moderate ability.
- **Manual Dexterity:** Frequently operates equipment requiring moderate ability.

## **ENVIRONMENTAL CONDITIONS**

The incumbent is located in an open area office. The incumbent is faced with frequent interruptions and must meet with others on a regular basis.

## **SENSORY DEMANDS**

The incumbent will also spend time on the computer entering information which requires attention to detail and high levels of accuracy.

## **MENTAL DEMANDS**

There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people in crisis with multiple barriers such as addiction, depression, anxiety, physical injury or other special needs and/or limitations.