



Job Announcement

Job Title: Women's Shelter Advocate

Full-time or Part-time Status: Part-time

Location: Shelter (Confidential)

Schedule: Evening shift, 3pm-11:30pm; Wednesdays, Fridays, Saturdays

Salary: \$19/hr+

Who We Are:

Saint Martha's is a St. Louis nonprofit program that provides shelter, resources, and compassionate care for women and children experiencing domestic violence. Our programs include shelter services, a drop-in center, and community education. As a ministry of Catholic Charities of St. Louis, we are proud to share in their mission, vision, and values.

Position Summary:

The role of the Women's Shelter Advocate is to work as part of a team of advocates to support and empower women as they work to build a new life, free from violence. Using a trauma-informed lens, this position works directly with women in shelter to provide crisis intervention, community referrals, basic necessities, and help maintain a clean and safe environment for residents. Specific duties include:

- Responding to immediate needs of shelter residents
- Completing intakes, assisting residents with goal progress, providing safety and support to residents healing from domestic violence
- Answering our crisis hotline and providing crisis intervention and referrals to callers and in person
- Assisting with cleaning, organizing, putting away donations, and other necessary tasks

What You Bring: Candidates must have valid driver's license and insurance, as well as a working vehicle. Successful candidates for this position will be:

- flexible and adaptive,
- empathetic to the adversity and challenges others may be enduring,
- understanding of diverse populations and could work with and learn from others outside of their own culture,
- willing to collaborate and make decisions as part of a team,
- good with building rapport with others,
- able to remain calm in crisis situations,
- understand and utilize healthy boundaries for themselves,
- dedicated to a future where domestic violence is no longer a threat to women and their children,
- knowledgeable of or willing to learn the dynamics of gender-based violence and intersectionality.

What We Offer:

Saint Martha's. Safe places for women, for children, for good. It is a simple sentence, yet conveys our values, our commitment, our heart. We provide immediate and long-term support to women and children in crisis, and we do so from a base of love. We believe the responsibility to end domestic violence is a community effort and we work to spread awareness and resources so more women can live free from violence. We do not believe domestic violence defines the women we serve; instead, we celebrate the strength and resilience of women's lives. The staff, board and volunteers are dedicated to empowering women and children to start new lives free of violence.

Our mission and vision are rooted in a set of five core values. These values are the foundation of Saint Martha's unique purpose and perspective:

Dignity: We treat women and children with dignity.

Safety: We promise a safe place.

Advocacy: We advocate at every level.

Stability: We bring tranquility through stability and structure.

Healing: We understand healing is a journey.

Recognizing the high rate of burn-out and secondary trauma in our field, Saint Martha's works hard to recognize our employees and offer a considerate environment that values the quality of life of every person living and working here. We believe in taking time for self-care in a very intentional way. We recognize the long-term effects of not addressing secondary trauma and work as a team to hold each other accountable for self-care.

Saint Martha's recognizes each person's values and contributions to the team, and that we all have lives outside of this work. We celebrate each team member's successes and stand with them in times of need. Our team of advocates are dedicated to the mission and are fierce advocates for each woman we serve.

Saint Martha's offers equitable pay commensurate with the work required and competitive benefits for eligible employees including:

- **a 403(b) match;**
- **medical, dental, and vision insurance;**
- **Flexible Spending Account;**
- **training and professional development;**
- **Employee Assistance Plan;**
- **and paid sick, vacation, holiday, and personal time.**

Women are often less likely to apply for a job they don't feel 100% qualified for. Saint Martha's knows that qualifications come in many forms and invites anyone who is interested in this position but unsure to reach out for more information or go ahead and apply.

Please email resume and cover letter to:

Charlie Williams-Moore
Shelter Director
charlanw@saintmarthas.org
(314) 533-1313