

JOB POSTING

Job Title: Advocate

Ministry: Saint Martha's

Reports To: Shelter program – Shelter Manager

Date: March 2025

OUR MISSION

To bring the healing, help, and hope of Jesus Christ to those in need with a compassionate, caring presence.

Saint Martha's is a St. Louis nonprofit program that provides shelter, resources, and compassionate care for those impacted by domestic violence. Our programs include shelter services, a drop-in center, and community education.

OUR PURPOSE

Saint Martha's serves those impacted by domestic violence by providing shelter and resources. We believe the responsibility to end domestic violence is a community effort and we work to spread awareness and resources so more people can live free from violence. We do not believe domestic violence defines those we serve; instead, we celebrate their strength and resilience.

POSITION SUMMARY

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

Location: Shelter (Confidential)

Schedule: Sunday-Thursday 10:00am-6:30pm, hours may need to vary with advanced notice.

Salary: \$42,000 - \$44,000 annually

Saint Martha's offers equitable pay commensurate with the work required and competitive benefits 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.

OVERVIEW & RESPONSIBILITIES

The Advocate role is to work as part of a team to support and empower victim/survivors as they work to build a new life, free from violence. Using a trauma-informed lens, this position works directly with residents in shelter to provide crisis intervention, community referrals, basic necessities, and helps 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

KNOWLEDGE & EXPERIENCE REQUIREMENTS

Bachelor's Degree and/or relevant experience.

Saint Martha's knows that qualifications and experience come in many forms and invites anyone who is interested in this position but are unsure if they are qualified to reach out for more information or to apply.

SKILLS & REQUIREMENTS FOR SUCCESS IN JOB

Successful candidates will:

have good written and verbal communication skills,
have organizational skills and the ability to prioritize tasks,
be willing to collaborate and make decisions as part of a team,
be able to build rapport and establish good relationships with clients,
be able to work with a variety of people experiencing stressful situations,
be flexible and adaptive,
be able to foster relationships with other agencies and coordinate services for clients,
be interested in continually learning and approach work with a growth mindset,
be empathetic to the adversity and challenges others may be enduring.

PREFERRED QUALIFICATIONS

Bilingual skills and bicultural skills/experience are a plus.
Knowledge of the dynamics of domestic violence and knowledge of trauma-informed practice including vicarious/secondary trauma is helpful.

RESOURCES FOR WHICH ACCOUNTABLE

Directly accountable to the Shelter Manager.

Please email resume and cover letter for this position to whitneyh@saintmarthas.org. We have multiple open positions. Please reference the schedule (days and times) for which you are applying in your email.