

JOB DESCRIPTION

Job Title: Women's Advocate

Ministry: Saint Martha's - Shelter

Reports To: Shelter Manager

Date: Immediate

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 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.

Saint Martha's. Safe places for women, for children, for good. 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.

POSITION SUMMARY

Saint Martha's shelter program is currently seeking several full- and part-time Women's Advocates to work the following shifts:

- 7:00am-3:30pm, Tuesday-Saturday, \$20-\$23/hour
- 10:00am-6:30pm, Sunday-Thursday, \$20-\$23/hour
- 11:00pm-7:30am, weekends, starting at \$19/hour
- 3:00pm-11:30pm, Saturday, starting at \$19/hour
- 6:00pm-11:30pm, Sunday, Monday, starting at \$19/hour

Willing to consider the same candidate to fill one or more of the part-time positions. Due to the residential nature of the shelter, this position is exclusively in-person.

OVERVIEW & RESPONSIBILITIES

The role of the Women's 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 shelter residents with goal progress, providing safety and support to residents healing from domestic violence
- Answering 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

Candidates must have valid driver's license and insurance, as well as a working vehicle. Must be at least age 21.

SKILLS & REQUIRED FOR SUCCESS IN JOB

Ability to gain confidence of and establish good relationships with the individuals we serve and coworkers. Utilize a framework that promotes the equality, dignity and full humanity of all persons by working for social justice. Empathetic to the adversity and challenges others may be enduring. Willing to collaborate and make decisions as part of a team. Flexible and adaptive.

PREFERRED QUALIFICATIONS

Demonstrated passion for the purpose of Saint Martha's. Dedicated to a future where domestic violence is no longer a threat to women and their children. Knowledge of or willing to learn the dynamics of gender-based violence and intersectionality, and the community's response to violence against women. Ability to work with a variety of people under stressful situations. Understand and utilize healthy boundaries. Ability to prioritize tasks. Good written and verbal skills. Good public speaking skills and diplomacy.

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.

RESOURCES FOR WHICH ACCOUNTABLE
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Reports directly to Shelter Manager
