



AVAILABLE POSITIONS

Medical Advocate

The Medical Advocate performs a variety of duties involved in providing support and advocacy for the rights and protection of survivors of sexual trauma and their loved ones. The primary duty of the Medical Advocate is to accompany survivors of sexual assault to local hospitals to provide support and resources before, during, and after a forensic medical exam. Medical Advocates are expected to be available on holidays, nights, and weekends.

Duties

Provide advocacy for survivors of sexual trauma at the individual and system level by:

- Providing comprehensive crisis intervention to primary and secondary survivors of sexual assault
- Providing emergency, 24/7 response to survivors receiving forensic medical exams for evidence collection
- Accompany survivors to law enforcement interviews that happen while in the hospital setting
- Ensuring survivors' rights are upheld
- Educating survivors on the criminal justice process and interpreting specific jargon used by other sexual trauma response professionals.
- Providing assistance to survivors in filing applications for crime victims' reparations
- Connecting victims with additional services throughout the community as needed
- Conducting safety plans with all survivors
- Assisting survivors with accessing transportation and emergency shelter as needed
- Assisting survivors with long-term housing needs
- Complete accurate and detailed reports upon conclusion of each medical advocacy accompaniment
- Maintain good working relationships with other agencies
- Participate in multi-disciplinary team meetings focusing on coordination of victim services and social justice
- Legal and Court advocacy/accompaniment, as needed
- Ability to communicate effectively, problem solve, and work well with people from other organizations including community partners, hospital staff, and law enforcement
- Participate in monthly supervision meetings
- Submit mandated reports to DCFS and/or law enforcement per Louisiana law
- Performing other duties as assigned by supervisor

Qualifications for this Position

Bachelor's degree in human service field

- minimum of one-year minimum experience providing crisis intervention and/or victim advocacy with a knowledge of the criminal justice field.
- understand the demands of providing advocacy services to survivors of sexual trauma through phone support and in-person support.
- able to travel throughout the Tri-parish area
- Flexible to work nontraditional schedule

Work Schedule

- 3 days on / 2 days off for 44 weeks / flex hours on days on
- Vacation as defined by personnel manual
- Sick as defined by personnel manual

Housing Advocate(s)

Overview: The Second Stage Housing Program provides financial/rental assistance and advocacy to families impacted by domestic violence as they transition and/or maintain independent housing in the community. Program participants are adults who are homeless due to domestic violence, may or may not have children in the household, may or may not have mental health and/or chemical dependency issues, and are low income. The Advocate coordinates housing stability, provides referrals, safety plans, and administers homeless prevention client assistance funds. The Advocate assists in managing a budget and completes reports for the grants that support the programs.

Key Responsibilities:

Housing Stability:

- Provide coordinated entry and intake assessments for participants seeking housing support, identifying housing service needs and coordinating initial services.
- Support participants in finding and securing safe, affordable housing;
- Help families access resources for housing related assistance (i.e. furniture procurement, utility assistance, etc.);
- Advocate with managers and owners for tenancy and negotiate move-in costs;
- Provide mobile advocacy and community engagement as needed;
- Coordinate connection with other services as needed;
- Provide advocates agency-wide with housing support;
- Track expenditures to stay within budget;
- Participate in all-staff training sessions; attend agency/staff meetings

Community Advocacy:

- Provide crisis intervention, telephone advocacy and referrals;
- Assess survivors' situations, ongoing development of safety plans through advocacy session process and crisis line services;
- Make referrals to, and facilitate at least one community housing support group for survivors of domestic violence;
- Complete a minimum of 40 hours of Advocacy training and 20 hours of on-going training yearly;
- Participate in system data collection; complete necessary paper work and forms;

Qualifications:

- Ability to listen, accurately assess client needs and manage individual diversity issues presented without bias.
- Solid written and verbal communication skills.
- Computer literate with the ability to operate standard office equipment and software.
- Ability to work some evening and weekend hours as needed required. Requires on-call rotation
- Must maintain and adhere to The Haven's ethics and confidentiality standards.
- Must pass in-depth background check to include State and Federal criminal history and employment history.
- Valid driver's license and operational, registered and insured vehicle.
- Degree in social services, human development and family studies, education or community health services or related field preferred.

Shelter Assistant(s)

Overview: Shelter Assistants are responsible for direct service to clients residing in shelter and on the crisis line. In addition, they ensure the cleanliness and compliance with housing, safety, and other codes of the shelter facility.

Essential Duties:

- Provide immediate face-to-face contact with new survivors entering shelter to help determine emergency needs, orient them to the shelter facility and procedures.
- Answer hotline during assigned shift and provide callers at a minimum with safety planning, referrals, and information relevant to domestic violence
- Provide crisis intervention to residents of the shelter
- Perform routine chores and cleaning tasks assigned by shift to ensure the safety and cleanliness of the shelter facility
- Assist with the daily living needs of shelter residents. Such needs include access to phone, food, medications, and personal care items.
- Maintain physical upkeep of the shelter including cleaning, meeting board of health requirements, and organization

Qualifications:

- Ability to listen, accurately assess client needs and manage individual diversity issues presented without bias.
- Ability to work evening, holiday, and weekend hours as needed required.
- Must maintain and adhere to The Haven's ethics and confidentiality standards.
- Must pass in-depth background check to include State and Federal criminal history and employment history.
- Valid driver's license and operational, registered and insured vehicle.
- High School Diploma or equivalent.

Full and Part time positions available

Housekeeper

Essential Duties:

- Sweep and Mop Residential Floors
- Clean Resident Living Quarters (Sweep, Mop, Making of Beds)
- Clean Bathrooms (Basins, Toilets, Mirrors, Mopping, Change Toilet paper)
- Clean Shower rooms
- Dusting and Wiping surfaces
- Clean Windows and Sills
- Emptying Trash Containers
- Clean refrigerators and freezers
- Clean kitchen appliances
- Monitor and report necessary repairs, replacements and safety issues
- Organize and restock utility cart with supplies as needed

QUALIFICATIONS

- High school diploma or equivalent
- Knowledge of cleaning and sanitation products and procedures
- Physical stamina and mobility including the ability to kneel and bend
- Ability to lift minimum 30 pounds

Hours per week: 20-24