



**Organization Name:** Safe in Hunterdon Inc

**Job Title:** Bilingual Safe House Advocate

**Organization Overview:**

SAFE in Hunterdon is dedicated to offering safety, hope, supportive services, and advocacy to survivors of Domestic Violence and Sexual Assault in Hunterdon County. SAFE also provides educational programming to the community with focus on prevention. SAFE in Hunterdon currently offers emergency shelter, crisis hotline services, community education and prevention services, legal advocacy, and individual and group counseling for adults, children and adolescents. All of our services are confidential, and all crisis services are free of charge.

**Position Summary:**

Our Safe House Advocate will be responsible for working at the safe house and hotline programs serving individuals and families impacted by domestic and sexual violence. Provides support, case management, education, programming, referrals, and crisis intervention for clients of all ages. Reports to Director of Residential services.

**Responsibilities:**

- Case management: Manages cases and advocates for clients of all ages. Assesses and meets physical needs of clients and orients new clients to facility. Networks with the community in acquiring needed resources for clients. Makes internal referrals for additional services such as legal advocacy and counseling as appropriate.
- Education and Programming: Provides education and programming for clients.
- Crisis Intervention: Handles crisis, information, and referrals from calls on hotlines. Screens clients for eligibility, performs intakes when necessary and provides client support.
- Safe House Tasks: Is responsible for follow up tasks from previous shift, provides client transportation and specific housekeeping tasks. Completes required records to ensure the smooth transition between shifts.
- Administrative Tasks: Complete and maintain documentation as required. Collects and documents data/statistics as required. Attendance at scheduled meetings.
- Other duties as assigned.

**Experience / Qualifications:**

- Education: Bachelors Degree preferred; Associate's Degree required in Social Work, Psychology, or related field preferred. Degree requirement may be substituted for candidates with exceptional experience.
- Experience: Case management, crisis intervention, or related field.

- Training: Completion of agency 60/80-hour domestic violence & sexual assault training in the first year of employment, or certificate of completion from another agency.
- Languages: Bilingual (English & Spanish)
- Other: Valid driver's license. Clear a criminal history background check
- Spanish speaking required
- Sensitivity towards and understanding of victimization, especially the experience of survivors of domestic and sexual violence
- Strong communication and organizational skill
- Ability to work under pressure in a calm and reassuring manner
- Basic understanding of computer and systems
- Strong leadership, organizational, and conflict-resolution skills
- Working knowledge of videoconferencing software (ie. Zoom, Google Meet, Doxy.me, etc.)

**Reporting Relationship:** Reports to Director of Residential services.

**Location:** Flemington New Jersey

**Work Week / Schedule:**

- 12-hour shift
- Day shift
- Rotating weekends

**Salary Range:** 55K to 60K

**Benefits Summary:**

- 401(k)
- Dental insurance
- Employee assistance program
- Health insurance
- Paid time off
- Professional development assistance
- Vision insurance

**How to apply:** Please send resume to [rlewis@safeinhunterdon.org](mailto:rlewis@safeinhunterdon.org)

**Equal Employment Opportunity/Anti-Discrimination Policy**

SAFE in Hunterdon is an equal opportunity employer, and the Organization's policy is to make all employment decisions solely on the basis of an individual's merit, qualifications and abilities. The Organization does not discriminate against employees or applicants on the basis of race, color, creed, religion, sex, gender (including gender identity and gender expression), pregnancy, sexual orientation, age, national origin or ancestry, citizenship status, physical or mental disability, medical condition, genetic information (including genetic predisposition and genetic carrier status), veteran status, military status, marital or registered domestic partner status, familial status, alienage, status as a victim of domestic violence, stalking and sex offenses, AIDS, AIDS-related complex or HIV status, or any other impermissible criterion or circumstance protected by federal, state or local law, ordinance or regulation. This policy applies to all applicants and employees (regardless of position), and applies to all areas of employment,

including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, and all other conditions and privileges of employment, in accordance with applicable federal, state and local law, ordinance or regulation. **This policy also prohibits unlawful discrimination by non-employees, such as clients, customers or vendors.**