

Domestic Violence Shelter and Services, Inc.

P.O. Box 1555 Wilmington, NC 28402
(910) 343-0703 Fax (910) 343-9388
www.domesticviolence-wilm.org



VACANCY

Evening Shelter/Family Advocate

QUALIFICATIONS: Requires knowledge and experience with the dynamics of domestic violence and work with victims/survivors, crisis intervention, provision of support and residential services, recordkeeping, program management, written and oral communications, and community collaborations. Must be sensitive to the issue of domestic violence and have a commitment to the mission of the agency.

Applicant must have the ability to work with a wide range of people, manage their time efficiently, work independently and as part of a team, and provide advocacy in a non-judgmental, empowering, and trauma-informed manner.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUMMARY OF DUTIES: Responsible for all evening Shelter services, including crisis intervention, intake, advocacy, information and referral, goal planning, safety planning, support/education groups, house meetings, and other direct services as needed for survivors and their children; with enhanced, specialized focus on direct services and outreach for families. Help ensure the safe and legal operation and general upkeep of the Shelter facility.

Responsible for developing, implementing, and/or securing family activities and programs for families and facilitating a weekly Children's Program curriculum. Train and supervise new volunteers for the programs as needed. Plan and implement holiday gatherings, the Christmas Adoption Program and all other programs/projects as assigned. Maintain appropriate relationships with community networks to meet agency needs.

SALARY/BENEFITS/SCHEDULE: New Hire starting pay rate is \$42,000. Current benefits include Health, Dental, Life and Disability Insurance, Pension Plan and Paid Leave. Hours are mostly Monday-Friday, 11am-7pm, with some flexibility required. We hire based on life experiences, work experience, professional training, and education.

TO APPLY: Mail/email with a brief cover letter and resume, postmarked by October 25, 2024 to:

Mail: Vacancy - Evening Shelter/Family Advocate
Domestic Violence Shelter and Services, Inc.
P.O. Box 1555
Wilmington, NC 28402-1555

Email: dvshelter@domesticviolence-wilm.org

No phone calls, walk-ins, or faxes please. Position available immediately.

We hire without regard to race, color, religion, sex, age, national origin, political affiliation, sexual identity, or any other non-performance factor.