

PRUDENCE CRANDALL CENTER

Empowering Healing & Hope since 1973

Part-Time Shelter Advocate JOB DESCRIPTION

About Prudence Crandall Center:

- Established in 1973 in New Britain, we are the **oldest domestic violence program** in Connecticut and one of the oldest nationwide, our emergency shelter is the largest in the state.
- Today, we are **one of only a few agencies in the nation** offering the continuum of shelter, housing and support services needed to meet the complex needs of those who have experienced domestic violence, helping them move forward to safe, self-sufficient lives, free of violence.
- Our **40 staff members** experience a **work environment** that encourages healthy work/life balance, offers flexibility, and fosters team spirit, professional development, and creativity.
- Focused on our mission, we seek to **inspire others** who share the same passion for our cause. We are **committed to addressing and enhancing diversity, equity and inclusion** across our services, staff, and board. We are poised for continued success and excited about our future.
- **The impact we are having** in the lives of our clients and their children **is inspirational** and provides the motivation we need to continue our work to end domestic violence.

About this position:

This position provides advocacy, counseling, information, referrals and related services to victims of domestic violence.

Qualifications: Prefer experience in counseling and/or advocacy, strong interpersonal and communication skills, ability to work independently, ability to accept responsibility and follow through project assignments, experience or demonstrated interest in women's issues, preferably domestic violence.

Local travel necessary, reliable transportation required.

Responsibilities:

- Provide advocacy and develop individual safety plans with clients
- Provide individual counseling around domestic violence issues
- Respond to callers accessing 24-hour hotline and provide services including crisis intervention
- Provide information/referrals to victims of domestic violence victims and their children
- Facilitate support groups and/or house meetings
- Provide coverage for security purposes
- Arrange for emergency medical services or law enforcement services as needed
- Complete telephone intake with women requesting shelter

PRUDENCE CRANDALL CENTER

Empowering Healing & Hope since 1973

- Provide/arrange for shelter for qualified persons
- Complete shelter intake and other related forms as required
- Provide/arrange transportation for clients who are appropriate for shelter
- Ensure client confidentiality as outlined in CGS 52-146K and the Center's confidentiality policy
- Provide coverage of one minor holiday and two major holiday shifts each calendar year

General and Related Responsibilities:

- Assist in the care and maintenance of the shelter.
- Assist in Center operations as requested by management
- Acquire and maintain Certification as a Battered Women's Counselor
- Attend CCADV trainings/meetings as required
- Participate in staff meetings/trainings
- Assist in fundraising and community awareness activities
- Record and compile statistics as required
- Represent Center at related community meetings as requested by management
- Perform related duties as required and/or deemed necessary by management

This position is part-time, is non-exempt from the provisions of the wage/hour laws and reports to the Shelter Manager. Prudence Crandall Center, Inc. is an equal opportunity employer.

All employment is at will and no employment contract shall be construed from any action, document or statement of the employer.

To apply for this position, please send your resume & cover letter
to Sarah Barry at sbarry@prudencecrandall.org