



**About the Agency:** Health Imperatives is a non-profit community-based agency, predominantly serving families and individuals in Southeastern, MA. Our mission is to improve the health and wellbeing of low-income or vulnerable families and individuals in Southeastern, Massachusetts. We accomplish this mission through administering both health and violence intervention and prevention programs and services.

### **JOB ANNOUNCEMENT**

**JOB TITLE:** Domestic Violence Shelter Advocate  
**HOURS:** Part-time – 16 hours per week (3:30 pm-11:30 pm)  
**LOCATION:** Brockton  
**SALARY:** \$18.39 per hour

**DUTIES:** Under the direct supervision of the Shelter Manager shelter the advocate will provide overall support to shelter residents and will ensure the safety, security, and well being of residents and the maintenance and functioning of the building and operations of the shelter during their shift. Shifts will be determined as needed.

- Promote a clean, harmonious, and welcoming environment.
- Ensure that all residents' basic needs are met during their stay, including but not limited to; food, clothing, bedding, and medical needs.
- Work closely with the case manager to communicate needs and to ensure seamless continuity of services.
- Document all interactions as required and expected, including (but not limited to) special requests, incidents, and other concern
- Maintain safety and security precautions.
- Work closely with volunteers when they are assisting with residents and/or shelter activities.
- Work closely with the Assistant Director to identify and address all facility maintenance in a timely fashion.
- Respond to emergency requests and/or needs by residents.
- Oversee cleanliness and orderliness of the facility and resident involvement in shared tasks and responsibilities.
- Perform routine clerical tasks including but not limited to, answering the telephone, maintaining office space.
- Attend staff and agency meetings as required.
- Travel
- Any other duties as assigned.

**REQUIRED QUALIFICATIONS:** Ability to maintain a flexible schedule in accordance with program needs, i.e., some evenings and/or weekend emergency responses may be necessary and demonstrated understanding of the dynamics of sexual violence and relationship violence. Strong written and verbal communication skills are required. Valid MA driver's license and reliable vehicle. Must be willing to attend the 40 hours Domestic Violence and Sexual Assault training when available.

**PREFERRED QUALIFICATIONS:** Experience with crisis intervention regarding issues such as homelessness, mental health, substance abuse preferred. Experience in accessing community resources and making referrals, particularly in housing. Self starter with a strong ability to work both independently and as part of a team.

Please indicate on your cover letter the position you are applying for. **Please note that resumes submitted without a cover letter will not be considered.**

To apply, please [Click Here](#) or Mail resume and cover letter to:

**Human Resources  
Health Imperatives, Inc.  
942 West Chestnut Street  
Brockton, MA 02301**