



### **Job Description - WEEKEND ADVOCATE**

Position Title: Weekend Advocate, Part-time  
Reports To: Shelter Coordinator/Weekend Lead Advocate  
Major Function: Work weekends, holidays, and special requests. Coordinate the orderly operation of CASA's shelter and facilitate the delivery of shelter services to residents. Provide crisis intervention, information and referrals, and criminal justice advocacy to callers on the 24-hour crisis line.

#### **Illustrative Duties - Weekend Advocate will:**

1. Be on-site at Shelter providing relief staff coverage over weekends, holidays, and special requests and schedule work attendance on a rotating basis with other weekend advocates.
2. Provide telephone crisis intervention, community referrals and criminal justice advocacy to callers.
3. Provide Shelter residents and their children with needed supplies such as diapers, food, paper goods, cleaning supplies, etc.
4. Initiate and complete intake documents and procedures.
5. Work with survivors to assist them in safety planning on a frequent basis, power and control education, etc.
6. Transport survivors and their children in CASA vehicles to Shelter, appointments, hospitals, etc., as necessary.
7. Provide survivors with crimes compensation information and assist them with paperwork, if needed.
8. Advocate with other community agencies and the criminal justice system on survivors' behalf.
9. Stay current with personal training hours and keep up-to-date on community resources and referral books in office.
10. Attend scheduled quarterly meetings of weekend advocates with the Shelter Coordinator.
11. Complete all office duties and paperwork before leaving on Monday morning. This includes Daily Count, Routine Resident Check, intake files, and office clean up.
12. Maintain a watch of food storage temperatures in freezers and refrigerators.

General - Weekend Advocate will:

1. Attend work regularly and always be punctual.
2. Demonstrate a commitment to treat residents, volunteers, and co-workers in a kind, compassionate manner at all times.
3. Participate in all aspects of Shelter services delivery as needed.
4. Respond to emergencies in Shelter.
5. Assist with training and supervision of volunteers and other Weekend Advocates.
6. Complete special projects as requested by Shelter Coordinator.
7. Perform other duties as assigned by Shelter Coordinator.

Qualifications - Weekend Advocate will:

1. Possess a Bachelors degree in related human services or have equivalent life experiences.
2. Agree to participate in Child Abuse Registry review.
3. Ability to climb stairs, lift up to 50 pounds, and carry children.
4. Possess training and experience in domestic violence.
5. Demonstrate the willingness to drive agency vehicles.
6. Possess the ability to function independently and work cooperatively as a member of a team.
7. Possess a valid Florida State Drivers License to be verified annually.
8. Agree to participate in a background check upon employment.

I acknowledge that I have received a copy of this job description.

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Staff Signature

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Date