

Date Posted: 3/22/10

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Resident Advocate (Three (3) Full Time positions are available)

Employer/ Agency: Resource & Crisis Center of Galveston

Job Description: OVERVIEW: Residential Advocates work in our shelter with survivors of domestic violence and their children to address issues including housing, benefits, employment, childcare, medical and dental care, education, legal, immigration, mental health and substance abuse. Residential Advocates also track benefit requirements, share hotline coverage including weekly backup shifts, participate in supervision and support for Part-Time and Volunteer staff as well as training for same, facilitate shelter meetings and support groups, perform regular reporting and ensure communication with each other and with the agency as a whole.

The Residential Advocate works primarily in the shelter but may be required to work within the community as discussed with the Shelter Director.

JOB DUTIES

- Complete intakes as needed for shelter and safe home.
- Serve as advocate/counselor and case manager for survivors and their families to address needs around benefits, employment, childcare, medical/dental care, education, legal, immigration assistance, mental health and substance abuse. Meet with guests weekly and additionally if necessary.
- Provide crisis intervention, safety planning and information about domestic violence programs and resources to safe home guests. Assist safe home guests with finding shelter when appropriate.
- Explore options, what is involved to be in a shelter, and assist safe home guests in thinking about resources they may need once they move into another program.
- Assist survivors with arranging for transportation to and from appointments.
- Co-facilitate weekly house meetings with other residential staff to ensure that shelter guests' needs are being met as well as to address any conflicts that may occur.
- Encourage guest peer support to help each other and to share their experiences.
- Inform clients about domestic violence and community services, making necessary referrals.
- Maintain survivors' records including service delivery records, advocacy plans and other needed documentation.
- Maintain records of groups according to confidentiality guidelines.

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Application Method: Email or Fax application

Opening Date: March 27, 2010

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you