

<b>Job Title</b>	Operations Advocate
<b>Employer/ Agency</b>	Fort Bend Women's Center
<b>Job Description</b>	<p>The Operations Advocate works a regular, predictable schedule and arrives to their assigned shift early enough to complete a shift change with the prior shift Operations Advocate. This is imperative because The Fort Bend Women's Center shelter is operated 24 hours per day, seven days per week, and all team members need to be on the same page to address our client's needs best. To appropriately respond to crises when necessary, the OA works rotating shifts, including weekends, holidays, and overtime. This rewarding job requires a great deal of optimism, so an enthusiastic personality is a must.</p> <p>Most OAs have previous experience working with individuals dealing with trauma to demonstrate strong communication, strong time management, and problem-solving skills in a manner that encourages and empowers clients to seek remedies for positive change. The Operations Advocate displays the ability and willingness to make appropriate decisions by responding compassionately to clients being served while maintaining appropriate professional boundaries. Working with limited supervision, the OA exhibits sound and accurate, independent judgment while including the right people in decision-making when necessary—displaying creativity by meeting challenges with resourcefulness, generating suggestions for improving workflow, and developing innovative approaches and ideas that show tenacity and thoroughness, with the ability to solve practical problems and deal with various crises.</p>
<b>Qualifications</b>	Excellent at thinking on their toes and able to identify the needs of others without them asking.
<b>Salary/Hours</b>	\$15/hour
<b>City, State, Zip</b>	Richmond TX 77406
<b>Contact Person</b>	Aisha Johnson
<b>Telephone Number</b>	346-342-4193 ext 4193
<b>Fax Number</b>	281-232-5041
<b>Email Address</b>	<a href="mailto:ajohnson@fbwc.org">ajohnson@fbwc.org</a>
<b>Application Method</b>	<a href="https://fbwc.org/who-we-are/join-our-team/job-application.html">https://fbwc.org/who-we-are/join-our-team/job-application.html</a>
<b>Opening Date</b>	Immediately

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