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## Registration Information

Order No.	3705986
Agency Name	Family Abuse Center
Job Title	Part Time Resident Advocate
Job Description (including hours and responsibilities)	<p>GENERAL DESCRIPTION AND PURPOSE: The Family Abuse Center depends on the Resident Advocates to ensure that our shelter is staffed 24 hours a day, 7 days a week. The primary responsibilities of the Resident Advocates (RA) are to provide crisis intervention and referrals on the 24-hour crisis line and provide resident assistance to those in the 24-hour shelter. R.As approve admission to FAC in accordance with policies and procedures, provide front desk coverage (answering incoming calls, assisting residents at front desk, etc.) in between hotline calls as needed, provides shelter intakes to incoming shelter residents and help clients move and settle into shelter. Other duties include crisis intervention, meal preparation, maintaining client records, and ensuring confidentiality. RESPONSIBILITIES: • Provide direct services to survivors of domestic violence. • Maintain Shelter Programming Statistics and Documentation. • Maintain a secure, clean, and respectful shelter location and work environment. • Maintain communication with case management team and other shelter staff. • Believe in and act in accordance with the agency's mission statement and goals . • Document all client services. • Serving some meals, and managing the kitchen in the evening and weekends. • Cleaning as required. • Other duties as assigned by the supervisor. CURRENT NEED: Must be available overnight shifts, weekends, and over the holidays.</p>
Job Location	Waco, Texas
Salary Range	DOQ
Qualifications	<p>QUALIFICATIONS: The qualifications listed below are representative of the education, experience, skill/ability, and licenses/credentials required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>EDUCATION: • High School Diploma or GED Experience • 1-2 years experience in the field of Domestic and/or Sexual Violence preferred, or the same amount of residential services experience • Experience in social or human service field (domestic violence, sexual violence) preferred. Skills/Abilities • Strong oral and written communication skills • Strong organizational skills • Ability to problem solve and diffuse conflict under pressure • Demonstrate experience and ease working with a diverse population of clients • Ability to handle crisis situations with sensitivity and assertiveness • Demonstrates effectiveness as a member of a team as well as the ability to work independently and to take initiative • Flexibility and ability to prioritize job responsibilities • Ability to maintain personal balance and accomplish multiple tasks that require a variety of skills • Demonstrates skills of self-direction • Light clerical duties • Ability to maintain accurate data and documentation of client services • Provide and receive supervision • Work in basic</p>

	computer programs such as MS Word & Excel. • Bilingual a plus. Licenses/Credentials • N/A
Link to application web site (if applicable)	<a href="https://www.familyabusecenter.org/blog/category/job-opportunities/">https://www.familyabusecenter.org/blog/category/job-opportunities/</a>
Application Contact Name	Whitney Thomas
Phone	2547728999
Email	<a href="mailto:Whitney.Thomas@familyabusecenter.org">Whitney.Thomas@familyabusecenter.org</a>
Application will be accepted until (closing date):	Position is filled.