



Domestic Abuse Project of Delaware County, Inc.

14 West Second Street, Media, PA 19063-2802

Main Office: 610-565-6272 • Fax 610-565-9911

SAFE HOUSE ADVOCATE **(PART TIME OVERNIGHT & WEEKENDS)**

The Safe House Advocate supports the mission of DAP by providing advocacy, counseling, information, referrals, and other related services to victims of domestic violence residing in the organization's Safe House. The Safe House Advocate position is a part-time position working a minimum of 24 hours per week including nights, weekends & holidays to ensure adequate 24-hour coverage of the safe house.

We are seeking a reliable and dedicated individual to fill an overnight position working one 12-hour shifts each week plus weekend 6 hour shifts. This role requires consistent availability during the specified hours.

Only candidates who can commit to the posted schedule should apply.

Schedule Requirement: Wednesday overnight, 8pm-8am; Saturday, 2pm-8pm and Sunday, 2pm-8pm

Additional Shifts: May become available based on operational needs and employee availability.

Per company policy, this position will be eligible for paid time off after satisfaction of applicable waiting periods.

Essential Duties

- Provides emotional support to Safe House residents via active listening
- Responds to calls on DAP's 24/7 hotline: providing crisis intervention, supportive listening, referrals and other support per organizational guidelines
- Screens and assesses callers for shelter admittance per organizational guidelines
- Provides and arranges for shelter for eligible persons
- Orients residents to the Safe House, acquainting them with the physical space and guidelines for communal living
- Supports residents in implementation of individual safety and goal plans
- Supports Case Manager in providing individual advocacy, supportive services, counseling, crisis support, case management, and other services as needed
- Provides information and referrals for residents and their children
- Complies with guidelines related to government food supplies, gift cards, in-kind donations, and other resources

Legal | Shelter | Counseling | Prevention | Support

24/7 Hotline: 610-565-4590 • Thrift Store: 610-325-0768

dapdc.org



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- Assists in the care and maintenance of the Safe House (this includes cleaning, tidying, organizing donations, room preparation, and maintaining clutter-free environment)
- Accurately inputs statistical information in DAP's database
- Works cooperatively with other Safe House staff to support positive communal living environment Works cooperatively with other DAP staff to ensure holistic response and service delivery to residents
- Provides clear responses and necessary documentation to requests for information for grant proposals, grant reports, or other organizational needs
- Proven ability to maintain confidentiality regarding all activities at DAP, pertaining to both clients and staff, always demonstrating consistent honesty and professionalism.
- Availability to work an overnight shift of two 12-hour shifts on weekends
- Flexibility to work additional hours as needed on nights, weekends & holidays
- Participates in organizational staff meetings
- Completes and submits time sheets on time
- Other duties as assigned

Qualifications and Competencies:

- Possesses strong interpersonal and communication skills, including active listening
- Supports effective resolution of complex or sensitive disagreements or conflicts
- Possesses ability to build constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect
- Possesses ability to work well independently, setting high standards of performance for self and assuming responsibility and accountability for successful completion of assignments or tasks
- Possesses ability to work well with others and uphold a psychologically safe environment
- Maintains confidentiality and earn respect through consistent honesty and professionalism in all interactions
- Already has or is willing to gain knowledge of the dynamics of domestic violence, understanding of the social service system, and experience in crisis intervention in a residential setting preferred
- Ability to work well independently setting high standards of performance for self & assuming responsibility & accountability for successful completion of assigned tasks



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Work Environment:

- Work is primarily performed in secured residential Safe House with communal areas as well as an office setting
- Requires the ability to monitor and observe the activities of residents (adult and child) within the Safe House
- Will have regular exposure to cleaning products, chemicals, and solvents
- Will routinely need to move or transport supplies or other equipment,
- potentially while ascending or descending stairs
- Must provide own transportation

Other Requirements:

- Successful completion of required organizational training
- Successful completion of required ongoing organizational training
- Satisfactory Criminal Background Check and other organizationally required clearances
- Microsoft Platform proficiency preferred (Outlook, Word & Excel)

This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. The Domestic Abuse Project of Delaware County is an equal opportunity employer. All employment is at will and no employment contract shall be construed from any action, document, or statement of the employer.