

*Established in 1977, Alexandra House is one of the largest, comprehensive domestic and sexual violence organizations in Minnesota; and the only one in Anoka County. We offer a continuum of services to victims and survivors of domestic violence, sexual violence, dating violence, and abuse in later life. We value diversity and are looking for the right candidate to join our fun and hardworking team!*

## **Overnight and Weekend Relief Staff Advocates**

Alexandra House is seeking weekend day, evening, and overnight advocates to provide trauma informed advocacy and support services for individuals impacted by domestic and sexual violence. This position is located at our shelter location in the city of Blaine.

### **Primary Responsibilities:**

- Provide individual advocacy within a residential setting.
- Enhance existing and foster new community relationships and partnerships.
- Track and compile statistical data in compliance with grant reporting requirements.
- Track and compile statistical data in compliance with grant reporting requirements.

### **Minimum Qualifications:**

- Experience in social work, human services or similar type industry will be equivalent to a Bachelor Arts degree in same type categories. Experience equivalent to working with homeless population, advocacy for others, working with diverse population and marginalized communities.
- Experience and knowledge of providing advocacy and understanding the needs, options, and resources available for persons impacted by domestic violence and sexual abuse.
- Experience providing trauma-informed advocacy to victims/survivors of abuse, including support group facilitation with an understanding of the needs, options, and resources available for youth/women/men and families impacted by domestic and sexual violence.
- Knowledge of and ability to advocate within various systems including social service, economic, legal, medical and healthcare systems.
- Able to communicate in written and verbal communication and experience in being an advocate for others.
- Demonstrated skills & knowledge in using a variety of programs including (but not limited to) Word, Excel, and Outlook. Also experience in database management.
- Valid driver's license, current insurance, and reliable car with the ability to travel to multiple locations throughout Anoka County.
- 

### **Preferred Candidate Qualifications**

- Ability to converse with individuals who speak prevalent language in the service area (e.g., Spanish, Somali, Arabic, Oromo or English – bilingual)
- 40-hour state-mandated sexual assault advocacy training

### **Hours:**

Available shifts include weekend day, evening and overnight with some holidays; approximately 10-15 hours a week, with the possibility to pick up additional shifts as needed.

- Saturday and Sunday  
7:30 am – 3:30 pm  
3:30 pm – 10:00 pm  
11pm – 7am

**Please note: Relief Staff Advocates are required to work a *minimum* of 10 hours each month.**

### **Salary Range:**

\$15.00 - \$16.40 per hour (DOQ)

**How to Apply:**

Please submit a cover letter and resume to [employment@alexandrahouse.org](mailto:employment@alexandrahouse.org); ATTN: Evening Shelter Coordinator in the subject line. Position open through September 1, 2021. **Optional:** In lieu of a cover letter, you may submit a 2-4 minute self-recorded video telling us a bit about yourself and why you are interested specifically in this job.

\*\*\*No phone calls or emails please. This email address is only for receiving resumes. Qualified applicants will be contacted within one business day after resumes are received.