



**April 16<sup>th</sup>, 2024**

*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!*

## **Relief Staff Advocates**

Alexandra House is seeking evening, weekend 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 trauma informed crisis intervention, referral and support services to victims of domestic and sexual violence over the phone and in person within a residential setting.
- Build and enhance community relationships while educating community members and professionals about domestic and sexual violence and Alexandra House services.
- 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

Alexandra House is an equal opportunity organization, committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Survivors and candidates from all backgrounds are encouraged to apply.

**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.

- Weekdays
  - 5:00 pm – 10pm
- Saturday and Sunday
  - 7:30 am – 3:30 pm
  - 3:30 pm – 10:00 pm
  - 10:00 pm – 7:00 am

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

**Salary Range:**

\$17.51 - \$19.06 per hour (DOQ)

**How to Apply:**

Please submit a cover letter and resume Attn: HR Generalist at [employment@alexandrahouse.org](mailto:employment@alexandrahouse.org)

\*\*\*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.