



**Position Title:** House Advocate

**Department:** Women's Ministries

**Reports to:** Grace House Program Director

**FLSA Status:** Non-Exempt, Hourly

**Job Type:** Part-Time—34hrs./wk., 2<sup>nd</sup> Shift—3-11 p.m.

**Compensation:** \$15/hr.

## **Job Summary**

Reporting to the Grace House Program Director, the House Advocate's responsibility is to provide a safe, healing, and grace filled environment for program residents. The House Advocate supports the Program Director and the Program Case Manager in the overall function of the Grace House.

## **Responsibilities**

### **Essential Functions:**

- Work collaboratively with staff and volunteers to provide Grace House participants with a Biblical, caring, and effective immersion experience into the program by providing a clear understanding of program expectations and facilitating thorough introductions to all program components.
- Supervise and assist participants as you administer meds. Write new meds in MAR. Order and pick up medications as needed
- Write shift notes and email them to the Program Director at the end of your shift and save them on the House Advocate computer.
- Help order and pick up food when needed.
- Sign and approve passes when applicable. Run all pass exceptions and overnights by the Program Director.
- At the start of the shift make sure whoever is making dinner is aware. Oversee that the dinner policy is followed. Encourage and support the women through this with a gentle spirit. Help clients cook when needed.
- Drive participants to and from appointments.
- Drive participants to and from meetings. Accompany with them when applicable.
- Get gas for vehicles when needed. Use gas card and put receipts in black box in the advocate's office.

- Take participants to the store on Tuesdays and Thursdays after the meeting. Must go inside all stores and be near the cash register to handle any conflicts and to ensure no contraband is purchased.
- Always carry Grace House cell phone. Take and pass messages along as needed.
- Monitor House Advocate office phone. Take and pass messages along as needed.
- Administer alcohol and drug testing as scheduled/needed.
- De-escalate and mediate any situations that arise between clients.
- Assist in the intake and exit procedures of program participants as directed.
- Facilitate classes, groups, and off-campus activities as assigned or directed.
- Review staff communication log and complete staff cross-over prior to beginning shift.
- Document notable participant interactions with staff, volunteers and/or other participants—elevate critical concerns directly to the Program Director or Program Case Manager.
- Complete accident/incident reports as needed.
- Facilitate the completion of administrative and supportive functions including completing reports, filing, household shopping, tracking household and office supplies, reporting maintenance concerns.
- Attend monthly Erie City Mission staff meetings.
- Attend weekly Grace House staff meetings, in-house training sessions, and other training as directed.
- Set and unset the security alarm as needed.

**Other Duties as Assigned:**

In this and any position with the Erie City Mission, it is impossible to predict the many requests and assignments that can and will be made to an employee. Flexibility and a cooperative spirit are crucial characteristics of the person who holds this essential position and for the successful operation of the Erie City Mission's services.

**Education & Experience**

High School Diploma or GED. Must be at least 21 years of age. Experience in working with populations including mental health, substance abuse, victims of abuse, or chronic homelessness.

Must have valid PA Driver's License.

## **Skills & Abilities**

*The Erie City Mission considers every position one of Christian ministry and every person a vital and valued part of our team. Therefore, it is essential that all employees of the Erie City Mission have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.*

- The person who holds this position shall have exercised Christian convictions that demonstrate adherence to the Erie City Mission's statement of faith and a desire to govern all aspects of their personal life in such a manner that brings honor and glory to God. This individual must have a sincere love for the Lord and a desire to see individuals come to a personal relationship with Christ and grow in Him.
- Must be in agreement with the philosophy and policies of the ministry and be able to view this as a team ministry with a servant's heart.
- Must possess knowledge and experience in understanding recovery issues and the recovery environment, demonstrate effective communication skills (both written and verbal), and be able to act effectively and calmly in crisis situations, and willing to confront behaviors and assist residents in evaluating choices daily.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is primarily sedentary, sitting for long periods of time and is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Contact with computer screen for long periods of time is required.

## **Working Conditions**

Works primarily on the Grace House campus but may also facilitate various experiences and ministries at other locations. Utilizes computer—Microsoft Office programs and Outlook, plus, related office equipment.

## **Benefits**

### **Part-time employees after 90 days receive:**

- 401(k) with generous 5% company match