



## **Family Advocate**

Women in Crisis Shelter  
Confidential & Safe Locations  
(303) 420-0412

### **Key Responsibilities**

- Work with the safehouse team to provide crisis intervention, advocacy, and case management for victims of domestic violence in the shelter.
- Volunteers and Interns will provide information, referrals and support to callers on the 24-hour crisis hotline.
- Provide crisis intervention and case management.
- Maintain confidentiality.
- Provide information, referrals and support to shelter clients and crisis callers.
- Complete phone assessments for potential clients, intakes with new clients, and complete weekly case management sessions with on-going clients.
- Provide individual advocacy on domestic violence, safety planning, emotional support, and community referrals.
- Complete documentation, log entries, maintain case notes, stats, and other information regarding client issues.
- Follow Family Tree child abuse reporting procedures as a mandated reporter.
- Co-facilitate or facilitate weekly groups for women, children, or families.
- Assist with children with providing support during group settings.
- Provide positive role modeling for families.
- Meet individually with children and parent as necessary.

### **Initial Impact**

- Our organization's constituents will receive premier service and be connected with the best Family Tree staff member to meet their needs.

### **Sustained Outcome**

- Family Tree constituents will have an enjoyable first impression of the organization.
- Family Advocate Volunteer/Intern will demonstrate the value and effective volunteer engagement and attract additional volunteers that can help build Family Tree's capacity

## Training & Support

- We ask each volunteer to attend the following trainings led by Family Tree experts: Volunteer Orientation, Domestic Violence Symposium and Homelessness 101.
  - **The Domestic Violence Symposium (held semi-annually) is required before beginning!**

## Commitment

Family Advocate Volunteer/Interns are expected to be available for six months. The weekly commitment is 4-6 hours or bi-weekly minimum; day or early evening. Actual times and days vary depending on the program and volunteer schedule.

Undergraduate Interns are expected to work 3 day/week minimum.

## Qualifications

- Complete volunteer orientation and background check.
- Able to work in chaotic environment - flexibility and patience a must.
- Willingness to learn about trauma in women and children, domestic violence, crisis intervention, residential work, and empowerment philosophy.
- Follow requirements as a mandated reporter.
- Attend Family Tree domestic violence training.
- Undergraduate interns only with major in human services, social work, sociology or psychology preferred. No experience required.

## Benefits

- Becoming part of the Family Tree team, providing solutions for families in crisis to become safe, strong and self-reliant.
- Opportunities to make a difference in the lives of women and children and to create a more child-friendly community.
- Opportunity to participate and be active with a dynamic team of social service providers.
- Work experience to enhance the strength of your resume.
- Opportunity to be considered for employment with Family Tree.

## Getting Started

If you are interested in this position, please send your resume and brief cover letter to Erika Nelson, Director of Volunteer Services at [enelson@thefamilytree.org](mailto:enelson@thefamilytree.org). For further questions about volunteering, please don't hesitate to contact the (staff) Volunteer Liaison of this program: Ruby Renya [rrenya@thefamilytree.org](mailto:rrenya@thefamilytree.org) (303) 420-0412.