**My Sisters’ Place (MSP) – Per Diem Residential Advocate**

**JOB HIGHLIGHTS:** *As part of a dynamic, diverse team of passionate advocates, committed to transforming the world, you will be a part of a dedicated team responsible for the provision of supportive services to adult and child victims of domestic violence and human trafficking within the 20 resident MSP Emergency Shelter. As a* ***Per Diem Residential Advocate****, you will be the backbone of our team. You will step in and cover various shifts (ie. 8am-4pm, 4pm-12am, 12am-8am, Monday-Sunday) to cover full time staff days off, weekends, and holidays, in order to support our team and ensure that shelter residents are served seamlessly.*

**MAIN AREAS OF FOCUS:** Domestic Violence residential services; Case Management; Counseling; Crisis Intervention; Hotline support

**LOCATION:** Westchester County, NY

**JOB OVERVIEW:** As a **Per Diem Residential Advocate**, you will work to further MSP’s mission in accordance with our [guiding principles](https://mspny.org/mission-and-guiding-principles) in a key role as part of the residential program. Residential Advocates are expected to provide critical supportive services in a way that is compassionate and adheres to culturally appropriate best practices and agency expectations. At times you may be covering a shift alone. You should be compassionate, responsive, resourceful, have sound critical thinking and problem solving skills. You will ensure that each client is supported by assessing individual needs, helping to create short and long-term goals through creation of each resident’s Goal and Action Plan (GAP), and present them with housing options as they navigate their next steps.

**YOU’LL BE RESPONSIBLE FOR:** Under the guidance of the Senior Residential Advocate, the Per Diem Residential Advocate will

* Provide day-to-day case management, counseling, and crisis intervention to clients as needed
* Answer MSP’s 24-hour hotline when needed, responding to callers in crisis by providing information and resources and assess eligibility for MSP services.
* Assist with intake procedures including but not limited to review of the Welcome Packet, development of an on-going assessment safety plan, coordinate follow-up on initial appointments for DSS and other relevant services providers.
* Keep thorough and up-to-date client records in accordance with agency file requirements.
* Timely submission of all monthly stats to Senior Residential Advocate.
* Assist in the completion of OVS crime victim compensation application, public benefits and housing applications as needed and/or requested services.
* Assure safety and well-being of residents in accordance with shelter guidelines and resident responsibilities. Provide crisis intervention and conflict de-escalation and resolution to ensure physical and emotional safety of residents, staff, and volunteers.
* Keep Senior Residential Advocates and Director of Residential Programs advised of the needs of shelter residents and any communal living concerns.
* Participate in regular supervision with Senior Residential Advocate to promote the provision of quality services. Participate in case conferences, staff meetings, trainings and other professional development opportunities.
* Collaborate with the Senior Residential Advocate and Residential counseling team to identify residents in need of additional clinical support.
* Assist in the maintenance of the petty cash log and facilitate the collection of backup documentation regularly.
* Assist the Senior Residential Advocate in other duties and tasks as directed. Work closely with and take direction from Coordinator of Residential Case Management, Residential Counselor and Director of the Residential Program to complete requested/required tasks.

**YOU MUST HAVE:**

* Bachelor’s degree preferred: two years college plus two years experience a plus
* Knowledge of victimization and domestic violence preferred
* Prior counseling or advocacy experience in a residential setting a plus
* Ability to work independently, assess priorities, take initiative, handle multiple tasks and meet deadlines
* Excellent interpersonal skills, including the ability to work collaboratively and on a team
* Strong written and oral communication skills
* Bilingual English/Spanish a plus
* Job requires lifting typical office materials from time to time, lifting and carrying food items, bending and lifting items to put them away, and may include accepting and transporting in-kind donations
* If using personal vehicle, must have valid driver’s license and appropriate vehicle insurance

**YOU’LL BE SUCCESSFUL IF:**

As a passionate advocate for social justice, you adopt an anti-oppression lens to understand gender-based violence. You recognize that clients come to MSP while navigating different structural and social injustices that affect their experiences of survivorship. You also understand that this work requires and ongoing commitment to developing the language and tools we need to undo institutional oppression.

**TEAM OVERVIEW:** MSP’s Residential Services team consists of three residential advocates, two Senior Residential Advocates, a Residential Counselor, Coordinator of Case Management, Associate Director of the Residential Program, the Director of the Residential Program and per diem staff. All residential services staff work in MSP’s Emergency Shelter, a confidential site in Westchester County, NY.

**ORGANIZATIONAL OVERVIEW:** At MSP, we strongly believe that integrating a world-changing approach into all areas of our work is essential to ending domestic violence and human trafficking. Our dynamic and diverse team of compassionate advocates is working to create a world in which every individual has the basic human right to be free to gender-based violence and to engage in relationships that embrace the principle of respect, equality, and safety.

**GREAT BENEFITS AND PTO PACKAGE:** MSP employees enjoy a generous health benefits package that includes dental and vision care. Our Financial Savings Plan reflects a commitment to the future well-being of our employees. PTO and self-care are important to us and we offer a PTO plan that includes vacation, sick time, personal days as well as summer Fridays.

Job classification: Regular/Full-time/Flexible/Non-Exempt

Salary: XXX hourly rate, and time and a half for holidays and snow day coverage

Application instructions: NO PHONE CALLS PLEASE. Please submit a cover letter, resume, and salary requirements via e-mail to Winnifred Wilson, Associate Director of the Residential Program at: [wwilson@mspny.org](mailto:wwilson@mspny.org).

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MSP values you, your growth and your contributions. My Sisters’ Place believes that an effective, broad-based movement for social transformation must be rooted in anti-oppression principles as we work toward a more just and equitable society. People of color, people with disabilities, and members of the LGBTQIA+ Community are encouraged to apply. MSP policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.