

**Senior Residential Advocate-4pm-12am**

**JOB HIGHLIGHTS:** When joining the emergency residential shelter team at My Sisters’ Place (MSP), you will be part of a dynamic and diverse group of passionate counselors and advocates committed to transforming the world. You will work to further MSP’s mission in accordance with our guiding principles in a leadership role that addresses the complex safety and support needs of survivors of domestic violence (DV) and human trafficking (HT).

**MAIN AREAS OF FOCUS:** Domestic Violence Support and Advocacy; Leadership; Interdisciplinary Collaboration; Advocate Recruiting, Hiring, and Supervision; Ensuring the Physical and Emotional Safety of Residents, Staff, and Volunteers

**LOCATION:** This job is currently performed in a hybrid between remote and in-person work in MSP’s shelter located in a confidential location in Westchester County, NY.

**JOB OVERVIEW:**

Emergency shelter is a critically important resource for survivors of abuse. The **Senior Residential Advocate (SRA) 4pm-12am**, will report directly to the Associate Director of Residential Services, while ensuring that each resident transitioning in and out of MSP’s shelter undergoes a supportive and valuable experience. The SRA should be compassionate, responsive, resourceful, have sound critical thinking and problem-solving skills. 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 that each client has access to relevant resources. Along with the other members of the shelter leadership team, the SRA will assess the effectiveness of our trauma-informed shelter protocols, procedures, and documents, and help redesign and create procedures in order to keep abreast of best practices in the ever-changing nuanced field of DV and HT.

**RESPONSIBILITIES INCLUDE…**

* Collaborating with co-Senior Residential Advocate to manage day-to-day operations of the shelter including; staff recruitment, training, supervision, and scheduling; ensuring advocacy and support needs of residents are met; ensuring the maintenance of the shelter facility and related needs are met; thorough data entry, collection, and reporting oversight.
* Working as a team with the Director of Residential Services, Associate Director of Residential Services, Residential Counselor, Coordinator of Case Management, Senior Residential Advocate, (8am-4pm day shift), and Residential Advocates (all shifts) to ensure needs assessment, safety planning, and emotional support services are available on an on-going basis for all residents.
* Providing leadership for any resident advocacy needs, case management, and emotional support needs which must be continued from previous shift(s), including assistance with completion of DSS/HRA paperwork, OVS crime victim compensation applications, housing applications, and other resident paperwork related to shelter billing.
* Providing crisis intervention and conflict de-escalation and resolution to ensure physical and emotional safety of residents, staff, and volunteers.
* Sharing on-call supervisory rotation for overnights and weekends throughout the year; required to stay close to home during assigned on-call rotations. On call coverage may require providing coverage in shelter during on-call weekends. Adjust work hours or work additional hours as needed to support staff or attend staff meetings/trainings.
* Facilitating/monitoring shelter operations and work with the Director of Operations to report structural or repair needs promptly. Generate work orders to address all identified maintenance issues, including supervising maintenance worker, housekeeper, ordering food/household supplies, managing petty cash, and donations.
* Participating/facilitating shelter management, case conference, and monthly shelter staff meetings.
* Recruiting and training Residential Advocates in all aspects of their job responsibilities through the provision of one-on-one support. Identify and encourage staff to attend trainings/workshops offered by MSP or outside the agency.
* Ensuring the collection of timely and accurate statistics on services provided and compile reports as per funder requirements.
* Establishing and maintain collaborative relationships with community organizations and public agencies to foster coordination of services for emergency shelter residents and their children.
* Collaborating with staff across MSP’s departments to ensure quality service delivery.
* Participating in trainings and/or professional development opportunities.
* Assisting with other duties and tasks as directed.

**QUALIFICATIONS…**

* A Bachelor’s degree and minimum of two years’ experience working with survivors of gender- based violence, domestic violence, and human trafficking.
* Knowledge of trauma-informed practice.
* Excellent interpersonal skills, including the ability to work collaboratively and on a team.
* Technology proficiencies including using Excel, Apricot and other web-based platforms.
* Strong written and oral communication skills.
* Ability to work in a fast-paced environment, assess priorities, take initiative, handle multiple assignments, and meet deadlines.
* A passionate commitment to principles of anti-oppression.
* A Valid driver’s license and reliable, insured transportation.
* Prior supervisory experience.
* Prior advocacy and/or case management experience.
* Prior experience in a residential setting.
* Working knowledge of Excel and data software used for statically reports.
* Sound judgment and decision-making ability, as well as ability to work independently, assess. priorities, take initiative, handle multiple tasks and meet deadlines.
* Strong interpersonal and communication skills.

**MSP BELIEVES…**

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

We are flexible and work well as part of a team and independently. We believe in excellent time-management skills and demonstrating the ability to multi-task. We are accountable to doing what we say we are going to do.

**TEAM OVERVIEW:** The **Senior Residential Advocate-4pm-12am** will work closely with MSP’s Residential Services team, which consists of Residential Advocates, 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.

**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 from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

MSP is a 501(c)(3) nonprofit organization, responding to domestic violence and human trafficking in Westchester County, New York, by providing multi-lingual, trauma-informed legal and supportive services. We bolster our work with clients by engaging in extensive outreach and community education, strengthening the systemic response to all forms of gender-based violence.

**GREAT BENEFITS AND PTO PACKAGE:** MSP employees enjoy a generous health benefits package that includes dental and vision care. Our Financial Savings Plain 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:** commensurate with experience

Application Instructions: No Phone Calls Please. Please submit a cover letter, resume, and salary requirements via email to LaMarr Powell, Director of Residential Services

[LPowell@mspny.org](mailto:LPowell@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 towards a more just and equitable society. People of color, people with