



39 N. Sophia Street
Fond du Lac, WI 54935
920.923.1743
www.solutionsfdl.com

Currently we have employment opportunities for:

- Men's Shelter Advocate
- Women's Shelter Advocate

Please scroll down for details about each available position.

A link to apply via **Indeed.com** is also included or you may use the employment application located on the last 2 pages of this notice.

Please check back often; as positions become available they are posted here.

Follow us on Facebook as that is another place we may post employment openings.

Volunteering your time is always a welcomed option too. Please consider completing and returning the volunteer application.

Thank you for your interest.

OUR MISSION

To provide safety, offer support and restore hope to those affected by domestic abuse and homelessness.

MEN'S SHELTER ADVOCATES

We are currently hiring advocate staff for our men's shelter.

Solutions Center Shelter and Support Services - Fond du Lac, WI

\$9 an hour - Part-time

Solutions Center Job Description

Job title: Men's Shelter Advocate **Reports to:** Shelter Case Manager

Position summary: Provides first line of staff presence in shelter, implements rules and policies governing shelter operations and assists residents with problems and questions. Answers crisis hotline and monitors entrances. Provide quality advocacy and attend to crisis situations. Observes and records significant activities. Provides general domestic violence and homeless information and direction to the public and clients.

Principle Duties and Responsibilities:

- Maintains confidentiality at all times. (There is to be no discussing clients or staff concerns with clients or members of the community.)
- Follows procedures and guidelines set forth in operating guidelines manual(s) to help maintain structure and order in the living environment
- Conducts in-take and orientation of new clients
- Provides trauma-informed advocacy
- Accurately and promptly completes all required documentation/data, including entering relevant resident information in daily logs before ending shift assignment, documenting crisis calls and charting donations
- Maintains current knowledge of on-going events and residents by reading old logs
- Responds appropriately to needs and crisis situations, such as mediating basic interpersonal problems between residents and summoning emergency personnel
- Communicates with others staff to resolve problems with individual residents
- Completes necessary records and reports
- Distributes and inventories supplies
- Provides appropriate information and referrals
- Keeps Shelter Case Manager informed on shelter developments
- Maintain cleanliness and ensure all guests perform assigned chores in a timely manner.
- Properly store all donated items

Additional responsibilities:

- Attend scheduled staff meetings
- Provide telephone crisis counseling
- Oversees volunteer activities as needed
- Keep current with domestic violence and homeless issues and information

Men's Shelter Advocates are also cross-trained to work at the Seasonal Warming Shelter to help with fill-in shifts from November- March.

Qualifications:

- Minimum Associate's degree or current continued education enrollment with some experience in the human services field including, but not limited to, psychology, sociology, social work, criminal justice, vocational rehabilitation, counseling or public health, police or correction sciences.
- Bilingual applicants are encouraged to apply
- Demonstrated ability to oversee and work with a large group of people.
- Sensitivity to the needs of low-income, culturally diverse, mentally ill, and victims of abuse.
- Problem solving, deescalation and critical thinking skills required
- Excellent organizational and interpersonal skills.
- General computer knowledge, including working with Microsoft programs Word and Excel.
- Ability to work both independently and cooperatively with others.
- Must be capable of lifting up to 30 pounds and walking up and down stairs.
- Must be able to remain awake and alert during entire shift, including overnight shifts

Our shelters are open 24 hours a day, 365 days per year. Ability to pick up occasional shifts on days, nights, and overnights is required, as needed. Shelter advocates are responsible for splitting holiday and weekend shifts.

Work relationship and Scope: Report to Shelter Case Manager. All contacts with members of the community, clients and staff will be conducted in a professional and collaborative manner.

General Information: This job description describes the general nature and level of work performed by employees assigned to this position. "Principal duties and responsibilities" describe those functions essential to the performance of the job. "Additional duties" are those considered incidental or secondary to the job's overall purpose. This description does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties as requested by the administration. All requirements are subject to change over time, at the discretion of administration and possible to modification to reasonably accommodate individuals with a disability.

Job Type: Part-time

Salary: \$9.00 /hour

Required experience:

- Human Services: 1 year

Required education:

- Associate's Degree

Candidates for these positions must pass a criminal background check and a pre-employment drug test. Basic computer skills are required. Candidates must have previous human services experience with a minimum educational level of an Associate's Degree in a human services related field.

TO APPLY

Submit an agency application to:

Solutions Center Shelter & Support Services Inc.
39 N. Sophia St.
Fond du Lac, WI 54935
Attn: Carin O'Rourke

Or email

carinf@solutionsfdl.com

Or use this link to copy and paste to your browser to apply on Indeed.com website

<http://www.indeed.com/viewjob?jk=74c67bc8416ad34e&from=recjobs>

WOMEN'S SHELTER ADVOCATES

We are currently hiring advocate staff for our women's shelter.

Solutions Center Shelter and Support Services - Fond du Lac, WI
\$9 an hour - Part-time

Solutions Center Job Description

Job title: Women's Shelter Advocate **Reports to:** Shelter Case Manager

Position summary: Provides first line of staff presence in shelter, implements rules and policies governing shelter operations and assists residents with problems and questions. Answers crisis hotline and monitors entrances. Provide quality advocacy and attend to crisis situations. Observes and records significant activities. Provides general domestic violence and homeless information and direction to the public and clients.

Principle Duties and Responsibilities:

- Maintains confidentiality at all times. (There is to be no discussing clients or staff concerns with clients or members of the community.)
- Follows procedures and guidelines set forth in operating guidelines manual(s) to help maintain structure and order in the living environment
- Conducts in-take and orientation of new clients
- Provides trauma-informed advocacy
- Assists with support, listening, and conflict resolution with adults and children
- Acts as the front line individual by responding to our crisis hotline, answering the doors, answering questions, providing resources, information and basic domestic violence advocacy and safety planning.
- Accurately and promptly completes all required documentation/data, including entering relevant resident information in daily logs before ending shift assignment, documenting crisis calls and charting donations
- Maintains current knowledge of on-going events
- Responds appropriately to needs and crisis situations, such as mediating basic interpersonal problems between residents and summoning emergency personnel
- Communicates with others staff t
- Completes necessary records and reports
- Distributes and inventories supplies
- Provides appropriate information and referrals
- Keeps Shelter Case Manager informed on shelter developments
- Maintain cleanliness and ensure all guests perform assigned chores in a timely manner.
- Properly store all donated items

Additional responsibilities:

- Attend scheduled staff meetings
- Provide telephone crisis counseling
- Oversees volunteer activities as needed
- Keep current with domestic violence and homeless issues and information

Qualifications:

- Minimum Associate's degree or current continued education enrollment with some experience in the human services field including, but not limited to, psychology, sociology, social work, criminal justice, vocational rehabilitation, counseling or public health, police or correction sciences.
- Bilingual applicants are encouraged to apply
- Demonstrated ability to oversee and work with a large group of people.
- Sensitivity to the needs of low-income, culturally diverse, mentally ill, and victims of abuse.
- Problem solving, de-escalation and critical thinking skills required
- Excellent organizational and interpersonal skills.
- General computer knowledge, including working with Microsoft programs Word and Excel.
- Ability to work both independently and cooperatively with others.
- Must be capable of lifting up to 30 pounds and walking up and down stairs.
- Must be able to remain awake and alert during entire shift, including overnight shifts

Our shelters are open 24 hours a day, 365 days per year. Ability to pick up occasional shifts on days, nights, and overnights is required, as needed. Shelter advocates are responsible for splitting holiday and weekend shifts.

Work relationship and Scope: Report to Shelter Case Manager. All contacts with members of the community, clients and staff will be conducted in a professional and collaborative manner.

General Information: This job description describes the general nature and level of work performed by employees assigned to this position. "Principal duties and responsibilities" describe those functions essential to the performance of the job. "Additional duties" are those considered incidental or secondary to the job's overall purpose. This description does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties as requested by the administration. All requirements are subject to change over time, at the discretion of administration and possible to modification to reasonably accommodate individuals with a disability.

Job Type: Part-time

Salary: \$9.00 /hour

Required experience:

- Human Services: 1 year

Required education:

- Associate's Degree

Candidates for these positions must pass a criminal background check and a pre-employment drug test. Basic computer skills are required. Candidates must have previous human services experience with a minimum educational level of an Associate's Degree in a human services related field.

TO APPLY

Submit an agency application to:

**Solutions Center Shelter & Support Services Inc.
39 N. Sophia St.
Fond du Lac, WI 54935
Attn: Carin O'Rourke**

Or email

carinf@solutionsfdl.com

Or use this link to copy and paste to your browser to apply on Indeed.com website

<http://www.indeed.com/cmp/Solutions-Center-Shelter-and-Support-Services/jobs/Women-Shelter-Advocate-666e99888b102b16?q=Solutions>



Employment Application

Name _____ Today's Date _____
 (Last) (First) (Middle Initial)

Address _____

City _____ State _____ Zip _____

Phone _____ Alternate Phone _____

Date of Birth _____ Email _____

Please list any names you have used in the past _____

Please check if you have attached a resume.

PLACEMENT PREFERENCES

What position(s) are you applying for?

Please summarize any special skills, talents or experiences you have related to your interest:

AVAILABILITY (Please circle)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
<i>Morning</i>	<i>Morning</i>	<i>Morning</i>	<i>Morning</i>	<i>Morning</i>	<i>Morning</i>	<i>Morning</i>
<i>Afternoon</i>	<i>Afternoon</i>	<i>Afternoon</i>	<i>Afternoon</i>	<i>Afternoon</i>	<i>Afternoon</i>	<i>Afternoon</i>
<i>Evening</i>	<i>Evening</i>	<i>Evening</i>	<i>Evening</i>	<i>Evening</i>	<i>Evening</i>	<i>Evening</i>
<i>Overnight</i>	<i>Overnight</i>	<i>Overnight</i>	<i>Overnight</i>	<i>Overnight</i>	<i>Overnight</i>	<i>Overnight</i>

I have no preference.

BACKGROUND

Have you received services from Solutions Center in the past year? YES NO
 If yes, please list staff member & date of contact _____

Have you ever been convicted of a felony? YES NO
 If yes, please explain _____

Do you have any friends or relatives currently working for Solutions Center? YES NO
 If so, please list _____

EDUCATION

High School _____

Years Completed _____

Did you graduate? _____

College/Technical School _____

Major _____

Date of graduation/expected graduation _____

Degree obtained/working toward _____

EMPLOYMENT

Most recent employer _____

Supervisor _____

Length of Employment _____

Phone Number _____

Address _____

Position & Duties _____

Reason for Leaving _____

May we contact? _____

Previous employer _____

Supervisor _____

Length of Employment _____

Phone Number _____

Address _____

Position & Duties _____

Reason for Leaving _____

May we contact? _____

Previous employer _____

Supervisor _____

Length of Employment _____

Phone Number _____

Address _____

Position & Duties _____

Reason for Leaving _____

May we contact? _____

REFERENCES

Please list three people (other than relatives) who would provide you with a professional reference.

Name _____

Name _____

Address _____

Address _____

Phone _____

Phone _____

Email _____

Email _____

Relationship _____

Relationship _____

Name _____

Address _____

Phone _____

Email _____

Relationship _____

I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment. In addition, they may share any pertinent information, personal or otherwise. I release them from all liability for any damage that may result from furnishing this information.

Your signature _____

Date _____