



## Job Description: Advocate Shift Lead

BASIC INFORMATION	
<b>Job Classification</b>	
<b>Hiring Range</b>	
<b>Funding Source</b>	
<b>FLSA Status</b>	Non-Exempt
<b>Provisional Period</b>	90 days
<b>Job Title</b>	StrongHearts Advocate Shift Lead
<b>Location</b>	Initial 90-day Training: Austin, TX   Final Worksite: Eagan, MN
<b>Department</b>	StrongHearts Native Helpline
<b>Position Type</b>	<input type="checkbox"/> FT-Salaried <input checked="" type="checkbox"/> FT-Hourly <input type="checkbox"/> PT Hourly (16 Hours) <input type="checkbox"/> PT Hourly (24 Hours) <input type="checkbox"/> Relief <input type="checkbox"/> Temp <input type="checkbox"/> Intern-Paid <input type="checkbox"/> Intern-Unpaid
<b>Reports to</b>	Services and Data Manager
<b>Supervises</b>	StrongHearts Advocates
<b>Shift</b>	
<b>Job Type</b>	

### GENERAL POSITION PURPOSE STATEMENT - JOB DESCRIPTION SUMMARY

The **StrongHearts Advocate Shift Lead (FT)** is a member of the Program Team and is supervised by the Services and Data Manager of StrongHearts Native Helpline.

The StrongHearts Advocate Shift Lead (FT) responds to incoming calls on the StrongHearts Native Helpline from victims and survivors of domestic violence, advocates, general public and service providers and provides crisis intervention, referrals, information and problem solving to all callers.

The StrongHearts Advocate Shift Lead (FT) is scheduled for a 40-hour week. Required meetings may necessitate attendance during hours outside of the shift lead's regular schedule. Additionally, the StrongHearts Advocate Shift Lead will act as a support and a shift supervisor to the rest of the advocates on the line. This requires supporting advocates after tough calls, monitoring calls, and debriefing with fellow advocates.

This position requires a high level of empathy and sensitivity to all incoming helpline calls, as well as high-level communication skills.

## ESSENTIAL RESPONSIBILITIES AND DUTIES

### Advocacy:

- Provide crisis intervention, safety planning, education, advocacy and referrals to callers, as appropriate.
- Collects demographic information on all calls, including entering caller's needs and situations into caller application and documents referrals given to callers.
- Participate in advocacy trainings.
- Refers unresolved problems between service providers and StrongHearts callers to Services and Data Manager.
- Assist program administration in keeping the database system updated by reporting all changes to be made in service provider information.
- Participates in any StrongHearts Native Helpline evaluation efforts.

### Shift Lead:

- Monitor advocate calls to offer advocacy support, as needed.
- Debrief helpline calls with to provide emotional support and feedback about advocate performance, as needed.
- Monitor advocate helpline calls with approved coaching form as requested by Services and Data Manager.
- Handle any urgent/last-minute advocate scheduling conflicts, in coordination with Services and Data Manager.
- Participate in meetings with Services and Data Manager and report on advocate performance.

*This description only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow and any other job-related instruction and to perform any other job-related duties requested by his or her supervisor or management.*

## JOB REQUIREMENTS AND RESPONSIBILITIES

- A High School Diploma or equivalent is required; college degree in social work or related field preferred. Professional and/or personal experience may substitute for educational requirements. (Equivalency formula: two years of experience is equal to one year of education.)
- One year experience in social services preferred.
- Six months experience providing crisis intervention preferred.
- Experience/familiarity with computers. Knowledge of Word for Windows and Access preferred.
- Attend required meetings which may be scheduled during hours outside of the advocate's regular schedule.
- Ability to manage time and complete multiple activities within a reasonable time frame.
- Demonstrated ability to manage high stress situations.
- Ability to work as a team member, providing support and constructive feedback in interpersonal interaction.
- Demonstrates initiative and the ability to be flexible and creative.
- Ability to work with people from a variety of backgrounds and experiences.

- Ability to be flexible and adjust work hours to requirements of the organization including occasional overtime and/or work outside of normal business hours, as needed.
- Ability to respond with empathy and support to victims in crisis situations and with sensitivity and awareness to diverse cultural, ethnic and social backgrounds, values, attitudes and languages.
- Commitment to concept of local, community, volunteer-based delivery of human services by domestic violence shelters.
- Commitment to the StrongHearts Native Helpline mission, vision and values.
- Understanding of an empowerment-based advocacy model of services.
- Knowledge of the history of the battered women’s movement in the United States and the particular impact on Native Americans.
- A consistent positive solution-oriented response that includes communicating about challenges to the appropriate person in a constructive and productive manner.
- Intentionally and actively fostering positive working relationships and organizational culture.

**OTHER REQUIREMENTS AND WORK CONDITIONS**

- Must be willing to attend 90-day minimum initial training period in (or currently residing in) Austin, Texas; final worksite will be in the permanent StrongHearts office in Eagan, Minnesota.
- Experience living and/or working in Native communities preferred.
- Deeply rooted in Indigenous thought and culture and informed by high-quality research and approaches.
- Knowledge of tribal, state and national advocacy organizations working to effect social change and that address the issue of violence against Native women.
- Ability to read, write and converse in English.
- Must have emotional and physical stamina to tolerate prolonged sitting or standing to deal with a variety of stressful situations, including responses to complaints, difficult requests from programs and individuals in crisis, and internal and external interactions, to effectively work long and at times odd hours, while maintaining a sense of humor.
- Works in a normal office environment with minimum exposure to dust, noise, or temperature extremes. Requires bending, stooping, lifting and carrying objects up to 25 pounds, with or without accommodations.

*The above statements are intended to describe the general nature and minimum level of work being performed. They are not intended to be construed as exhaustive of all duties, responsibilities and skills required for the position. The employee will be required to perform any other job-related duties as required by the job objectives, the Assistant Director, and the mission, vision and values of the StrongHearts Native Helpline. This description does not modify any employee’s at-will-status and is not a contract for continued employment of any duration.*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 StrongHearts Advocate Shift Lead (FT)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Assistant Director, StrongHearts Native Helpline



**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address. Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_ Enrolled or Descendant: \_\_\_\_\_ Tribal Enrollment Number: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a crime? YES  NO  If yes, explain: \_\_\_\_\_

Are you currently or have you ever been on any federal contracting exclusion list?  YES  NO

If yes, explain: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_



## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

\_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO





### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I authorize The National Indigenous Women's Resource Center to verify employment and conduct a background check.*

Applicant

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit all materials in confidence to:**

**Email: [info@strongheartshelpline.org](mailto:info@strongheartshelpline.org)**