

womenspace

END THE SILENCE

Job Title: Safehouse Volunteer

Department: Safehouse On-Site

Supervisor: Safehouse Manager

Location: Safehouse Confidential Shelter

Hours: Minimum 10 hrs/week, maximum 20 /week. 2 to 3month commitment.

Position Summary: Work as part of a team providing support to children, clients and staff while participant meet with advocates or attend safehouse groups.

Essential Duties and Responsibilities:

- Take crisis line calls
- Sort out donations
- Shadow advocate during direct client/advocate meeting.
- Help gather resources for clients when needed
- Yard work
- Help organize the donation room, closet, kids space and tool room when needed
- Shadow intake and exit process
- Help with standard admin work
- Provide respite including care during groups
- Maintain a clean and safe environment for children & youth to engage in play and or activities.
- Assist in preparing and serving snacks if needed.
- Appropriately manage confidential information and paperwork.

Other Duties can include but not limited to:

- Material development: creating activities and projects for the children & youth to do during respite.
- Room sanitization: helping to ensure the children space is clean and organized.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and understanding of the dynamics and impact of intimate partner violence (IPV) including the effect on children and parenting (in required training).
- Experience in crisis intervention and presents a calm approach to crisis situations.
- Ability to give and receive positive and constructive feedback.
- Must be well organized, creative, empathetic, and people oriented.
- Knowledge, experience, and ability to relate to, communicate and work with people/youth from diverse backgrounds and underserved communities.
- Knowledge and ability to practice cultural humility.
- Knowledge of and commitment to continual learning in the areas of oppression and privilege.

Qualifications:

- Commitment to the Womenspace Mission.
- Pass background check.
- Successful completion of the Womenspace training program within the 3 years or active volunteering. Must complete Children & Youth Specialized Training before volunteering with the children.

The mission of Womenspace is to prevent domestic violence in intimate partner relationships in Lane County and support survivors in claiming personal power.

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