

**TRI-VALLEY HAVEN**

3663 Pacific Avenue
P.O. Box 2190
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Administration

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Web Site: www.trivalleyhaven.org

OVERNIGHT STAFF

(Domestic Violence Shelter)

Non-Exempt

Hiring Range: \$18.32 - \$22.39 per hour

General Responsibilities: Under the direction of the Lead Case Manager, the Overnight Staff will work the overnight shift(s) for the Domestic Violence Shelter while developing and maintaining an understanding of contracts acquired by Tri-Valley Haven. The Overnight Staff will assist TVH managers in the preparation of contractual reports and documents. Assist with shelter operations as directed by supervisor.

General Requirements: Bachelor's degree with one year's experience. Two-year minimum experience with computers, one year in a non-profit setting; knack for detail work; experience working alone. Ability to work independently, manage time and tasks effectively. Knowledge of violence toward women and children. Completion of Agency Training within 6 months of employment (if not before).

AREAS OF RESPONSIBILITIES**I. DATA COLLECTION/MANAGEMENT**

- A. Assistant Manager of Shelter database.
- B. Develop and maintain knowledge of TVH contracts.
- C. Train staff to complete required documentation and reports
- D. Assist with the completion and submission of required reports.
- E. Maintains agency data.
- F. Input data collected from staff at the Community Building (on-going) and Shelter as needed.
- G. Help to establish protocols for data collection and entry in conjunction with Program Directors and Contracts Manager.

II. ASSOCIATED DATA COLLECTION TASKS

- A. Assist in grant applications, particularly with government grants
- B. Attends staff meetings as required.

III. ADVOCACY

- A. Responsible to assist with updating resource information (I & R) and develop and maintain systems that will allow other staff, volunteers and clients to access this information.
- B. Responsible to maintain master binders for all original client related materials.
- C. Responsible for maintaining working relationships with the staff of public and private agencies that provide resources to Tri-Valley Haven clients.
- D. Responds to Tri-Valley Haven's crisis line as needed.

"Creating homes safe from abuse."

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- IV. DIRECT SERVICE - Provide direct services in a sensitive, non-judgmental, informative, and effective manner, including:
- A. Handles crisis line calls when needed.
 - B. Provides advocacy, information and referral, and crisis intervention for clients, though only as needed.
 - C. Responsible to comply with all laws, including elder abuse reporting, CPS reporting, 5150 laws and suicide assessment.
 - D. Enforces house rules.
 - E. Serves as back-up for crisis line volunteers and the shelter on a rotating basis, and assumes call-forwarding of hotline as needed.
 - F. Records all client interactions and writes in daily log regularly to keep information up-to-date.
- V. GENERAL TASKS - Performs general tasks as needed and represents Tri-Valley Haven in a professional manner. Tasks include, but are not limited to:
- A. Attend meetings as needed.
 - B. Participate in community fund raising and special events as required.
 - C. Must have a valid California driver license and an insured automobile that employee will use as necessary for agency related business, including transportation of clients.
 - D. Must maintain a good Motor Vehicle Record (MVR) in order to be able to drive for the agency.
- VI. OTHER TASKS AS ASSIGNED BY THE LEAD CASE MANAGER, DIRECTOR OF DOMESTIC VIOLENCE SERVICES, AND/OR THE EXECUTIVE DIRECTOR WITHIN THE SCOPE OF TRI-VALLEY HAVEN'S MISSION.
- VII. ADA ESSENTIAL TASKS
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| A. Working alone | K. Good distance vision |
| B. Working in high stress situations | L. Ability to speak clearly |
| C. Working in emergency situations | M. Ability to discriminate speech |
| D. Working off-shift/rotating schedule | N. Reasoning and thinking skills |
| E. Good reading vision | O. Ability to problem solve |
| F. Sitting | P. Typing or keyboarding skills |
| G. Good communication skills | Q. Lifting 10 to 20 pounds |
| H. Specific knowledge or education | R. Carrying 10 to 20 pounds |
| I. Learning ability | S. Gloves or hand protection |
| J. Operation of motor vehicle | |