THE SPRING

POSITION: Guest Advocate – Part Time
REPORTS TO: Residential Shelter Manager
JOB DESCRIPTION: Guest advocates serve as program staff in day-to-day operations of The Spring Shelter, assisting guests and their children in meeting their goals and connecting them with programs and services at The Spring.

DUTIES AND RESPONSIBILITIES:

• Be available to meet immediate needs of the guests and their children

• Gather information via telephone or face-to-face interviews from prospective guests

• Complete new intakes and discharges according to policy and procedures

• Work with guests on goals to help them safely transition out of the shelter

• Chart in guest's charts and record service codes daily

• Advocate for assigned case load and connect guests with on-site and other resources

• Assist with meal preparation as needed

• Answer telephones and front door as needed

• Be available for emergencies and respond accordingly

• Transport guests in The Spring vehicle as needed

• Assist with children's activities as needed

• Attend training as needed to meet domestic violence, sexual assault, and human sex trafficking standards

• Available to work your agreed-upon shift – occasional nights and weekends may be required, if they are not your normal shift

QUALIFICATIONS:

• High School Diploma or GED

• Able to successfully handle multiple demands and perform effectively despite changing priorities

• Willing and able to develop relationships with guests and their children within professional boundaries

• Ability to maintain client confidentiality

• Willing and able to work both independently and as a team member

• Must have valid Oklahoma driver's license

Applications should include a cover letter highlighting interest and qualifications, a resume or CV, and a list of three recent professional references who can attest to candidate's knowledge, skills, and abilities. References will only be contacted after a successful in-person interview. Send applications to **kelly.l@thespringok.org** to be considered for the position.