

## JOB POSTING

**Job Title:** Advocate

**Ministry:** Saint Martha's

**Reports To:** Shelter program – Shelter Manager

**Date:** April 2026

### OUR MISSION

To bring the healing, help, and hope of Jesus Christ to those in need with a compassionate, caring presence.

### OUR PURPOSE

Saint Martha's serves those impacted by domestic violence by providing shelter and resources.

### POSITION SUMMARY

**Full-time or Part-time Status:** Full-time

**Location:** Shelter (Confidential)

**Available Schedules:**

Sunday-Thursday 7:00am-3:30pm

Monday- Friday 3pm-11:30pm

**Hourly Rate:** \$20-\$23

Saint Martha's offers equitable pay commensurate with the work required and competitive benefits including a 403(b) match; medical, dental, and vision insurance; Flexible Spending Account; training and professional development; Employee Assistance Plan; and paid sick, vacation, holiday, and personal time.

### OVERVIEW & RESPONSIBILITIES

The Advocate role is to work as part of a team to support victim/survivors as they work to build a new life, free from violence. Using a trauma-informed lens, this position works directly with residents in shelter to provide crisis intervention, community referrals, basic necessities, and helps maintain a clean and safe environment for residents.

Specific duties include:

Responding to immediate needs of shelter residents, completing intakes, assisting residents with goal progress, providing safety and support to residents healing from domestic violence, providing crisis intervention and referrals, assisting with cleaning, organizing, putting away donations, and other necessary tasks.

## **KNOWLEDGE & EXPERIENCE REQUIREMENTS**

Bachelor's Degree and/or relevant experience.

Saint Martha's knows that qualifications and experience come in many forms and invites anyone who is interested in this position but are unsure if they are qualified to reach out for more information or to apply.

## **SKILLS & REQUIREMENTS FOR SUCCESS IN JOB**

Successful candidates will:

- have good written and verbal communication skills,
- have organizational skills and the ability to prioritize tasks,
- be willing to collaborate and make decisions as part of a team,
- be able to build rapport and establish good relationships with clients,
- be able to work with a variety of people experiencing stressful situations,
- be flexible and adaptive,
- be able to foster relationships with other agencies and coordinate services for clients,
- be interested in continually learning and approach work with a growth mindset,
- be empathetic to the adversity and challenges others may be enduring.

Successful candidates need to have a valid driver's license, insurance, and a reliable vehicle.

## **PREFERRED QUALIFICATIONS**

Bilingual skills and bicultural skills/experience are a plus.

Knowledge of the dynamics of domestic violence and knowledge of trauma-informed practice, including vicarious/secondary trauma, is helpful.

## **RESOURCES FOR WHICH ACCOUNTABLE**

Directly accountable to the Shelter Manager

Please email resume and cover letter for this position to [whitneyh@saintmarthas.org](mailto:whitneyh@saintmarthas.org). We have multiple open positions. Please reference the schedule (days and times) for which you are applying in your email.