Position Openings:  Lead Shelter Advocates – Regular Part-time
              Shelter Advocates – Variable Part-time/Relief

FLSA: Non-exempt

DAIS is the leading provider of domestic violence intervention and prevention services in Dane County. Founded in 1977, DAIS has grown from its humble beginnings of five volunteers working out of a church basement, to an organization of over 50 full-time staff, numerous part-time staff, and more than 130 volunteers providing comprehensive prevention and intervention programming to thousands of Dane County residents each year.

DAIS is seeking regular part time Lead Shelter Advocates and variable part-time Shelter Advocates to join our growing team.

Lead Shelter Advocates and Shelter Advocates provide support and advocacy to victims of domestic violence and their children in the DAIS emergency shelter. Responsibilities include assisting shelter residents with daily living needs, providing general support and shelter coverage, maintaining and updating the client database, preparing rooms for new residents, conducting security checks, and attending supervision and team meetings. In addition to the above responsibilities, the Lead Shelter Advocate conducts assessments to determine eligibility for shelter services and serves as the primary contact person for Shelter Advocates while on duty and when a coordinator or manager is unavailable. These are awake positions. Work shifts may include days, evenings, weekends, overnights, and holidays to ensure adequate coverage of the shelter program.

A successful candidate will possess a four year degree in a human services related field, though relevant work experience may be considered in lieu of a degree. Experience supervising the work and performance of others is required for Lead Shelter Advocates. Experience in a residential facility setting and experience working with trauma survivors is strongly preferred. Experience in crisis intervention, knowledge of domestic violence issues, and bilingual abilities are preferred. In addition excellent computer skills including experience with Microsoft Office is also preferred.

DAIS seeks individuals with the following competencies for this role:

- **Respectfulness & Relationship Building**: Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.
- **Commitment to Quality Service**: Builds and maintains client/community satisfaction with the services offered.
- **Team Focused & Collaborative**: Promotes cooperation and commitment within a team to achieve goals and objectives.
- **Self-Accountability & Work Standards**: Sets high standards of performance for self and assumes responsibility and accountability for successfully completing assignments or tasks.
- **Stress tolerance & Unflappability**: Maintains composure in highly stressful or adverse situations.
- **Professionalism and Personal Boundaries**: Conducts self within appropriate and expected professional boundaries and policies.
- **Conflict Management**: Helps others to effectively resolve complex or sensitive disagreements or conflicts.
- **Decision Making and Judgement**: Makes timely, informed decisions that take into account facts, goals, risks and constraints.
• **Valuing Diversity**: Helps to create an environment that embraces and appreciates diversity.
• **Confidentiality, Integrity, Ethics and Trust**: Maintains confidentiality and earns others’ trust and respect through consistent honesty and professionalism in all interactions.

Bilingual candidates and individuals of color are encouraged to apply.

Benefits for regular part-time Lead Shelter Advocates include access to purchase full medical and dental coverage, life insurance, short-term disability insurance, long-term disability insurance, and generous leave time.

**To apply:**
Interested individual applicants only please, DAIS prefers not to be contacted by third party staffing agencies. A complete application, resume and cover letter addressed to Dawn Sharer, Human Resources Manager, are required to be considered for this position.

Incomplete applications, or applications submitted without a cover letter and resume will NOT be considered.

Completed applications may be submitted via email as an attachment to: daisemployment@abuseintervention.org, or by U.S. Mail to DAIS, Attn: Human Resources, 2102 Fordem Ave., Madison, WI 53704.

Application and full job description may be obtained at http://abuseintervention.org/how-to-application/

Applications will be accepted until positions have been filled.

**DAIS is an equal opportunity employer.**