

July 2017

Dear Applicant,

We appreciate your interest in the position of Shelter Overnight/Weekend Relief Advocate. Enclosed please find a job description for the position and an application. HCWC programs include Roxanne's House, our children's advocacy center, the Counseling and Resource Program which provides services for victims of family violence, sexual assault/abuse, a Prevention Education Program, and the operation of the McCoy Family Violence Shelter. HCWC also provides a 24-hour HELpline and emergency hospital accompaniment to assist sexual assault and family violence victims. Additional information and materials about HCWC can be found at our website www.hcwc.org.

Our Mission: The purpose of the Hays-Caldwell Women's Center is to create an environment where violence and abuse are not tolerated in the communities we serve. The Center will provide education, violence prevention services, and crisis intervention to victims of family violence, dating violence, sexual assault, and child abuse. We will seek the support and resources necessary to achieve this mission.

General Information: The person selected for this position will fill a critical role in our shelter program, in our agency, in the communities we serve, and most importantly, in the lives of men, women, and children exposed to family violence. Responsibilities will include providing comprehensive services to assist shelter residents as well as answer the hotline at night and on weekends at HCWC's McCoy Family Violence Shelter in San Marcos. Please note, there is **not** a set work schedule for this position. The three Relief Advocates cover the shifts of the Overnight/Weekend Supervisors when they are not available. Weeknight shifts are typically 6pm until 7am the next morning and weekend shifts are usually 7am to 8pm. Some weekday/day hours may be available on occasion.

Qualifications: It is our goal to hire a professional that understands the dynamics of family violence, genuinely cares about victims of abuse, and understands the issues that victims may face. Preferred: demonstrated expertise in family violence issues; bachelor's degree in social services or related field or a combination of education and experience in a similar agency. In addition, a successful candidate will be highly motivated, resourceful, flexible, be able to set appropriate boundaries, and maintain professional demeanor in a high stress environment.

Organizational Structure: The Shelter Team consists of a Program Director, a Legal Advocate, a Children's Counselor, an Adult Counselor, a Shelter Manager, 3 Overnight/Weekend Supervisors, 3 Overnight/Weekend Relief advocates, and a part-time Maintenance person.

Salary: This is a part-time non-exempt position. The hourly pay is \$12.15/hour.

Timeline: The position of Shelter Overnight/Weekend Relief Advocate will remain open until filled. The interview team will consist of representatives from the Shelter Team and Leadership Team.

Job Application: If you meet the requirements, we encourage you to apply. It will be essential to submit a **completed application** and **current resume** to be considered for an interview. The

job application will be the primary document reviewed to determine who will be interviewed for the position. Please review the job qualifications and responsibilities on the enclosed job description and attempt to *include information about your relevant experience on your application* to demonstrate clearly your expertise and proficiency in the referenced areas.

We appreciate your interest and hope that this information will help you evaluate your suitability for this position and determine whether you would like to pursue employment with HCWC.

We are confident that we will be able to hire someone with experience that meets our qualifications. We look forward to reviewing your application should you decide to apply. Please feel free to email mducote@hcwc.org if you have any additional questions about the position or the application.

Sincerely,

M. Ducote

Michelle Ducote
Director of Operations

Enclosures: Job Description and HCWC Application for Employment

HAYS-CALDWELL WOMEN'S CENTER
P.O. Box 234
San Marcos, Texas 78667
(512) 396-3404

APPLICATION FOR EMPLOYMENT

Please print clearly or type. All information requested is important in the evaluation of your application. A resume may be included with the application, but should not be referenced in lieu of providing the information requested on the application.

GENERAL APPLICANT INFORMATION

Name	(Last)	(First)	(Middle)	Email Address
Present Address (Street, City, State, Zip)				Phone (Day) (Night)
Position Applying For Overnight/Weekend Relief				Date Available For Employment

EMPLOYMENT RECORD (List most recent employment first)

Employer	Start Date	End Date	Position Title
Street Address	Start Salary	Final Salary	Reason for Leaving
City, State, Zip	Supervisor	Phone # Email:	May we contact this employer?
Work Performed:			

EMPLOYMENT RECORD (List most recent employment first)

Employer	Start Date	End Date	Position Title
Street Address	Start Salary	Final Salary	Reason for Leaving
City, State, Zip	Supervisor	Phone # Email:	May we contact this employer?
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Work Performed:			

PLEASE LIST ADDITIONAL EMPLOYMENT -HISTORY ON SEPARATE SHEET.

EDUCATION AND TRAINING

School Last Attended	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

OTHER INFORMATION

Volunteer Work	
Experience Supervising Volunteers	
Public Speaking	
Language Ability	(Please indicate your ability in each area) ENGLISH SPANISH OTHER Read Write Read Write Read Write
Computer Skills	
Experience with Multi-cultural/Diversity Issues	
Other	

Have you ever been discharged or asked to resign from a position because of unsatisfactory conduct or performance of duties? If so, please give details.

The following questions (ISSUES and JOB SPECIFIC QUALIFICATIONS) may be answered on a separate sheet if you prefer. Please indicate clearly which question you are answering.

ISSUES

1. Why do you think a battered woman stays with a battering partner?

2. Why might a victim of child abuse not tell about the abuse?

3. How would you respond to a 19 year old caller who says that they were sexual assaulted after they had been drinking with friends the night before?

4. What do you envision as the functions of the Hays-Caldwell Women's Center in our community?

5. What is your opinion of this statement?

Physical, sexual, emotional or psychological abuse of one human being by another is unacceptable. All abuse diminishes or prohibits the full expression of life and growth that is every person's right.

JOB SPECIFIC QUALIFICATIONS (OVERNIGHT/WEEKEND RELIEF WORKER)

1. Briefly describe your professional expertise in working with family violence victims/issues.

2. Briefly describe any experience you have in working with children who have experienced domestic violence.

3. Briefly describe your experience working in residential settings.

4. Briefly describe your experience in providing crisis intervention/counseling.

5. Briefly describe your experience in working with other community agencies.

6. Briefly describe your experience working as part of a team.

7. Briefly describe and other relevant work experience you feel would assist you in doing this job.

Note to applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING (Please see job description).

Are you capable of performing a reasonable manner, with or without reasonable accommodation, the activities involved in the job for which you have applied?

I hereby authorize investigation of all statements contained in this application. I certify that such statements are true, and understand that misrepresentation or omission of facts called for in this form is cause for termination of employment without notice.

Date; _____

Signature _____

PLEASE E- MAIL TO:

mducote@hwc.org

OR MAIL TO:

Hays-Caldwell Women's Center
P.O. Box 234
San Marcos, Texas 78667-0234

Any additional information you wish to submit for review should be attached to this application form.

HAYS-CALDWELL WOMEN'S CENTER
POSITION: Overnight/Weekend Relief Staff

GENERAL DESCRIPTION: Provide comprehensive services to assist shelter residents at night and on weekends. Maintain security and oversee facility and client needs. This is a part-time, non-exempt position.

DUTIES AND RESPONSIBILITIES:

I. DIRECT CLIENT SERVICES

- A. Upon arriving on shift, check in with residents for any specialized needs they might have. Dispense needed supplies.
- B. Maintain effective communication with shelter residents to ensure compliance with house rules and agreements by conducting house meetings as needed and individual orientation about house rules and agreements with new residents within 24 hours of arrival.
- C. Dispense medications and other essential items to residents as needed.
- D. Check weekend and/or night chores by making sure they have been completed by the residents and are acceptable.
- E. Remind children and parents/legal guardians of 9:00 p.m. bedtime, when needed.
- F. Enforce house rules as needed. Write resident warnings, when needed, and give copy to Shelter Program Director.
- G. Make appropriate referrals to Child Protective Services when required.
- H. Provide information, resources, and referrals as needed.
- I. Provide crisis intervention and emotional support to residents as needed.
- J. Assist victims of abuse calling on the HELPLine. Provide phone coverage in the shelter as needed.
- K. Arrange for and provide emergency transportation as needed.
- L. Ensure potential clients are screened and determined to be eligible and appropriate for shelter.
- M. Ensure that all exit procedures are implemented, including return of shelter furnishings (e.g. bed spreads, pillows, towels, etc.)
- N. Work with the Shelter Team to coordinate services to assist clients in meeting personal goals and ensure all intake paperwork is completed.
- O. Secure shelter by making sure all blinds are closed, all windows and doors are locked and by activating alarm system on schedule.
- P. Transfer and cancel hotline for advocates/staff, as needed. Also be available to assist advocates/staff during crisis situations.
- Q. Notify the appropriate advocate to respond when there is a hospital call. Serve as the contact for hospitals and agencies calling to request the services of an advocate and ensure response in a timely manner.

II. PROGRAM SUPPORT SERVICES

- A. Attend and participate in Shelter Team and agency staff meetings as directed by team leader and/or agency leadership.

- B. Document all services provided in a timely manner using approved procedures.
- C. Perform job duties in accordance with approved agency policies and procedures.
- D. Ensure that all persons are treated in a manner consistent with the agency mission.
- E. Work with community members and agencies to develop resources for clients.
- F. Work on coordinated agency efforts to increase the community's understanding of interpersonal violence issues.
- G. Participate in the development and implementation of coordinated strategic plans to meet the agency mission.
- H. Attend trainings approved by team leader to maintain proficiency.
- I. Perform other duties as assigned by team leader and/or agency leadership.

SUPERVISED BY: Shelter Program Director

QUALIFICATIONS: Must be self-motivated, self-confident, result oriented and maintain high moral and ethical standards. Must have an understanding of the dynamics of family violence and other related issues. Must demonstrate proficiency in peer counseling and advocacy.

Ability to read, write and converse in English. Ability to read, write and converse in Spanish preferred. Ability to remain calm under stress and have the emotional and physical stamina to deal with a variety of stressful situations. Ability to multi-task, respond to telephones, written correspondence, and other auditory and visual stimulation. Must be able to tolerate sitting or standing. Must be capable of using computers, telephones, cell phones, shredders, and facsimile machines. Must possess a current Texas driver's license and have a clean driving record.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties and skills required for the position.

ACKNOWLEDGEMENTS:

Applicant/Incumbent: _____ Date: _____
Approved 1/6/2017

Volunteer Program

Volunteers are an essential part of HCWC. Some volunteer opportunities are:

- Answer crisis calls from your home on the 24-hour HELPLINE
- Provide support at the hospital for recent victims of sexual assault or domestic violence
- By serving on the Hospital Emergency Advocate Response Team (HEARTeam)
- Organize donations
- Help with children's programs and activities
- Serve on the Board of Directors
- Educate the community through the Speaker's Bureau and the Primary Prevention Program

Volunteers must complete training before working in direct service capacities. Training to volunteers covers the dynamics of sexual assault, family violence and child abuse, as well as necessary skills in responding to abuse.

For more details on specific opportunities or training, call the Volunteer Coordinator at (512) 396-3404 or visit our website at www.hcwc.org.

Donate Now

As a non-profit agency, we look to the community to help us seek the resources to help our clients. Please help us help our community!

You can help in the following ways:

- Make a financial contribution — do this today through our website or make a check payable to "HCWC" and mail to the address below.
- Become a volunteer.
- Donate items from the Wish List viewable on our website.


Contributions to the Hays-Caldwell Women's Center, a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, are deductible for computing income and estate taxes to the extent allowed by law.

To Contact Us

HCWC

P.O. Box 234, San Marcos, TX 78667-0234
(512) 396-3404

24 hour HELPLINE

(512) 396-HELP (4357)  hcwc

www.hcwc.org
info@hcwc.org



Services for Victims of Family Violence Sexual Assault Child Abuse



Serving Hays & Caldwell
counties since 1978

*All services are
free and confidential*

Community support and involvement is essential for HCWC's continued success. HCWC is supported by the communities it serves in Hays & Caldwell counties through contributions from local governments, state and federal grants and individual contributions of time and money.



Philosophy

Physical, sexual, emotional or psychological abuse of one human being by another is unacceptable. The Hays-Caldwell Women's Center believes that all abuse diminishes or prohibits the full expression of life and growth that is every person's right.

Mission

The purpose of the Hays-Caldwell Women's Center is to create an environment where violence and abuse are not tolerated in the communities we serve. The Center will provide education, violence prevention services and crisis intervention to victims of family violence, dating violence, sexual assault and child abuse. We will seek the support and resources necessary to achieve this mission.

History

1978—HCWC, originally known as the Hays County Women's Center, was formed by a group of citizens concerned about women's issues.

1980—Opened one of the original six family violence shelters in Texas.

1984—Became one of the original ten sexual assault programs funded by the state.

1994—Changed name to Hays-Caldwell Women's Center to correctly identify the service area.

1997—Opened Roxanne's House, a children's advocacy center.

2009—Opened new McCoy Family Shelter for victims of family violence.

2012—Moved into our remodeled and expanded current facilities to better serve victims of family violence, sexual assault and child abuse.

Services

- 24-hour crisis HELpline
- 24-hour hospital response
- Family violence shelter
- Sexual assault and abuse services
- Children's advocacy center
- Counseling
- Support groups
- Play therapy for children
- Legal advocacy
- Information and referral services
- Bilingual services
- Forensic interviewing
- Opportunities for volunteers & student interns
- Community education
- Violence prevention programs

All services are free and confidential and are available in English and Spanish.

Servicios gratuitos y confidenciales son disponibles en inglés y español.

Family Violence Programs

No one deserves to be abused. HCWC offers 24-hour access to a safe shelter for survivors of family violence, and they may stay for up to 30 days. In this cooperative group living environment, shelter residents are provided with food, clothing, and other necessities. Trained staff and advocates work with survivors to help them explore options available through personal and community resources. We provide education and peer counseling on the dynamics of domestic violence. HCWC also offers face-to-face services to survivors of family violence who do not need shelter with a goal to ensure the safety and well-being of each person.

Roxanne's House

Roxanne's House is a children's advocacy center where abused children come for counseling and to heal. A multi-disciplinary team coordinates a cooperative response to child abuse to smooth the way through the unfamiliar workings of law enforcement, the legal system and state agencies. Roxanne's House provides opportunities for activities which allow children to grow to responsible adulthood, free of threats to their dignity, physical safety and emotional well-being.

Sexual Assault & Abuse Services

Sexual assault is never the victim's fault. Trained staff members and volunteers are available around the clock to respond when a sexual assault occurs. They provide support and advocacy for the survivor throughout medical and legal proceedings. HCWC provides individual counseling and support groups to help survivors maintain dignity and regain a sense of control and strength. We offer services to adults who were molested as children and recent assault survivors. The Prevention Education Program focuses on the prevention of sexual violence and/or sexual assault. The primary prevention educators collaborate with schools, community members, professionals and organizations to address the root causes of violence in order to prevent violence before it occurs.