
POSITION ANNOUNCEMENT:

Adult Advocate

MW Chrysalis, a domestic violence service agency, has immediate opening for an Adult Advocate.

Position Summary:

To support Chrysalis in their mission to promote healthy relationships, safe families and a violence free community. The position is a Full-Time position with 37.5 hours per week and is eligible for benefits. The position will be based on our shelter site in Meriden. Benefit eligible employees have an array of voluntary benefits to choose from, including medical, dental and vision insurance, as well as a retirement plan. Additional benefits include accrued paid time off and opportunities to attend trainings toward professional development.

Responsibilities include but are not limited to:

- Completing all intakes and orienting new residents and their children to the house
- Covering our shelter hotline
- Collaborate with Child-Advocate to host a weekly support group for clients
- Providing transportation for shelter clients for medical needs, shopping, education programs, cultural activities, etc.
- Completing all documentation and record-keeping by end of shift
- Preparing rooms for intake/discharge and maintaining cleanliness of shelter

Qualifications:

- Bachelor's degree
- Two (2) years advocacy and/or direct service experience working with survivors of domestic violence in a community-based setting, preferred
- Ability to obtain and maintain CPR and First Aid certification
- Strong Written Communication skills
- Ability to work effectively with a diverse range of clients
- Must be proficient with PCs and Microsoft Office Word & Outlook
- Must have and maintain a clean driving record and criminal background check

EOE Statement:

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

Send Resumes & Cover Letter to:

MW Chrysalis, 14 West Main Street Meriden CT 06451 or email Carlton Smith at carlton@mwchrysalis.org