



JOB OPENING
Overnight Domestic Violence Advocate- Full-Time

CVAN is a feminist domestic violence program in Concord, NC. We provide direct services including 24-hour Hotline; Shelter; Outreach Center; counseling; court advocacy; support groups; children's program; teen program; women's jail program; and friends & family program.

Experience in working with battered women not required. We provide on-the-job training.

Hours/Schedule: Friday, Saturday and Sunday, Overnights; 8pm – 9am.

Description: CVAN is seeking someone, who can work alone, to oversee the Shelter and answer the 24-Hour Hotline during the overnight shift.

Duties Include:

- Oversee and Monitor the Shelter during the overnight shift.
- Assist shelter residents, being aware of their needs and their safety.
- Answer the 24-hour Hotline.
- Perform Shelter tasks such as:
 - clean and organize the Shelter
 - sort donations
 - perform basic administrative tasks
 - document and communicate work during shift and at shift change
- Other duties, as needed.

Qualifications:

- Ability to perform all duties listed. Ability to work the required schedule.
- Hardworking; honest; reliable; friendly; respectful; calm in crisis; work under pressure; work with diverse groups.
- Must be able to stand, bend, stoop, and do medium lifting and carrying. Must possess visual acuity to prepare and analyze records/information, observe behaviors and do routine reading. Must be able to physically perform the basic life operational functions of climbing, reaching, standing, walking, lifting, fingering, grasping, talking and hearing.
- Must have reliable transportation.

Salary: \$17/hour

Benefits: Health, Dental & Vision Insurance
Paid Leave

COVID-19: CVAN has COVID-19 protocols in place.

To Apply:

- Send cover letter describing why you are applying for this job and resume/work experience
 - Include your phone number and email address
 - to email: info@cvan.org / to fax: 704.788.1109 / to mail: PO. Box 1749 Concord NC 28026
- No phone calls

Because CVAN values diversity, we welcome and encourage applicants from diverse backgrounds.