

## **Peer Advocate (Youth Village) FT**

**In-Person Full-Time (40 hours per week) Position in Hayward, CA (Non-Exempt)**

Reports To: Program Coordinator

### **Who We Are**

Ruby's Place (RP) is an innovative nonprofit committed to ending domestic violence, human trafficking, and violent crime through hope, advocacy and connection. Our services include emergency shelter, transitional housing, rental subsidies, mental health services, and wrap around services. All our services are trauma-sensitive and client-centered and are provided at no cost to our clients. There are no barriers to participate in our programs.

Ruby's Place is led by survivors with a focus on reflection, innovation, and connection. We value diversity, and equity across all races, genders, sexualities, and abilities. We believe in fostering relationships, both in our direct service work and throughout our internal work culture. We aim to cultivate an inclusive workplace that appreciates and emphasizes the voices of those most impacted by violence including women, individuals with disabilities, people of color, and the LGBTQ+ community. We recognize these voices are vital to interrupting the cycle of violence and transforming lives towards safety, unity, and trust. We encourage those with lived experience with housing instability, trafficking, domestic violence, and interpersonal violence to join our team.

### **Who You Are**

You have a strong commitment to preventing interpersonal violence as well as an understanding of, and sensitivity to, serving diverse populations. You have excellent interpersonal skills and strong techniques for relationship building. You believe people should determine their own path towards healing, and have an orientation towards survivor-centered services.

You either have lived or have professional experience with the immigrant, latinx community and are in touch with the challenges that newcomers face when immigrating. You are compassionate, understanding and hold passion to work with this specific community. You are a go-getter who enjoys fast paced environments. You enjoy working both collaboratively and independently. You are adept at time management and highly organized with a proven ability to ensure you can meet deadlines, plan, organize and execute. You are comfortable working as part of a team and are an accountable collaborator. You excel at organizing, prioritizing, and following through on multiple time-sensitive projects. You are flexible, creative, and take initiative in handling emergencies.

***What qualifications are required for this position?***

You Are Also:

- Holding a High school diploma or equivalent degree
- 21 years of age or older.
- Someone who exhibits integrity and good moral character to provide appropriate care to UC;
- Someone with the relevant experience and/or qualifications to work with UC and UC with special needs.
- Be able to show proof of immunity to vaccine-preventable diseases transmitted by the respiratory route if working directly with UC, including Varicella, TDap or Tdap, Influenza, Fully vaccinated against COVID-19
- Someone who has not engaged in any form of child abuse or neglect, including domestic violence or has not been convicted of engaging or attempting to engage in sexual abuse facilitated by force or Is undergoing civil or administrative adjudication.
- In possession of, or will complete after hiring, the State mandated 40-hour Domestic Violence counselor certification.
- Able to lift 25 lbs.
- In possession of a valid CA driver's license, proof of insurance, and be approved by Ruby's Place insurance as a driver in order to drive agency vehicles.
- Able to complete a background check, fingerprinting (Live Scan), and completion of all Community Care Licensing requirement documents. Able to meet all licensing requirements of Community Care Licensing.

Preferred Qualifications:

- Fluent in Spanish (speak and write)
- Experienced in child welfare and/or case management, crisis intervention, peer counseling.
- Experienced in working with survivors of human trafficking and domestic violence.
- Experienced working with the immigrant community.
- Experienced in working in a residential setting providing direct services to survivors.
- Understanding of the dynamics of trauma-sensitive care, as well as an understanding of, and sensitivity to, serving diverse populations and languages as it relates to family dynamics and other aspects of cultural practice.

**What You Will Do**

The anticipated start date for this position is May, 2023. You will report to the Program Coordinator. The function of the Peer Advocate is to provide necessary shift coverage for the overall operation and

function of Ruby's Place shelter for self-identified young women with a reported history of sex/labor trafficking, domestic violence, or who are at risk of such abuse. Additionally, the Peer Advocate will provide support and assistance to Case Management staff.

***Responsibilities include***

1. Monitor the facility during the day, evening, and/or overnight shifts.
2. Provide general information and referral to hotline callers.
3. Provide emotional support to residents.
4. Practice active listening with residents.
5. Perform telephone screening for potential clients.
6. Basic maintenance and cleaning tasks (cleaning, chore supervision, stocking, and general supply inventory).
7. Assist with data entry, filing and additional clerical duties.
8. Provide confidential, holistic, client-centered, trauma-informed services.
9. Orient new residents to the facility.
10. Provide back-up in-person or phone shift coverage to other Shelter Programs as necessary
11. Be on the rotating on-call schedule for other shelters
12. Assist with general program operations.
13. Fill out a functional timesheet by assigned due dates and in compliance with the time allocations.
14. Actively participate in reflective supervision
15. Create and maintain documentation of processes and procedures in relation to duties of the job
16. Other duties as assigned by your supervisor

**Working Conditions**

You are expected to be available on-site at all time during your scheduled shift hours and days. You must be able to stand for long periods of time and perform physical activities, including lifting up to 25 pounds. You will be subject to frequent interruptions and must be able to multitask and handle stress.

Local travel in the greater Bay Area may be required.

**Applying**

The pay scale for the Peer Advocate Youth Village is \$29.00. The benefits that come with working at Ruby's Place at full-time hours include medical, dental, and vision plans, a life insurance policy, significant vacation, sick time, sabbatical, and immediate vesting in our 403(b) with a generous match. This is a full-time, 40 hours per week, hourly position. This is an in-person position. Applicants must be located in the greater Bay Area.

If all this sounds like a good fit for you, please submit your resume and, instead of a traditional cover letter, respond to the following three prompts:

- Why do you want to work for Ruby's Place and why are you a good fit for this role? (200 words max)
- Using the qualifications listed above (under Who You Are section), please list the top 5 qualification(s) that you feel you currently excel in and 2 qualifications you feel you will need to work toward proficiency. Please provide a brief explanation for each (a few sentences).
- Please describe your professional goals and how you see this position at Ruby's Place supporting those goals.

At Ruby's Place, we are committed to workplace diversity and providing equal employment opportunities. Please also note that we are going to be especially excited about candidates who understand the unique nature of a mission-driven organization and have lived experience or direct experience working with survivors of domestic violence, human trafficking, or violent crime.

Send Resume and Answers to [Julie@rubysplace.org](mailto:Julie@rubysplace.org)