

# Alice Paul House

**is currently seeking applicants for the following positions:**

## **Shelter Victim Advocate 1**

Provide trauma-informed crisis intervention via 24-hour crisis hotline, in-person crisis counseling to shelter residents, and perform other daily duties to ensure the survivors of domestic violence, sexual assault, other serious crime and juvenile offenders are embraced in a safe and healing environment. Provide legal and medical advocacy, court education, and on-call advocacy services to victims/survivors of domestic violence, sexual assault, other serious crimes, and juvenile offenders

\* Schedule to vary based on shelter needs

## **Victim Advocate 1**

Provide legal and medical advocacy, court education, and on-call advocacy services to victims/survivors of domestic violence, sexual assault, other serious crimes, and juvenile offenders

## **Fiscal Assistant 1**

Provide fiscal support to the Human Resource department in accounting and QuickBooks. Applicant must have intermediate to advanced skills in accounting, Excel, Access and QuickBooks software

## **Qualifications**

Must be 18 years of age or older  
Bachelor's degree in human services or other related fields preferred  
Employment contingent upon: PA Act 34 certification, Act 151 certification, FBI Criminal History Clearance and successful completion of 80 hour APH Crisis Intervention Training  
Equal Opportunity Employer

*The mission of Alice Paul House is to promote awareness of domestic violence, sexual assault, and victimization in our community through primary prevention and educational programs; to assist and empower all victims of crime; and to provide safety to victims of domestic violence and sexual assault.*