

Hotline Specialists
Full-time & Benefits eligible
Several Shifts Available



Bilingual (English/Spanish) Preferred

Tuesday – Saturday 3:00p – 11:30p
Friday – Monday 3:00p – 11:30p (32 hrs/wk)

Bilingual (English/Spanish) Required

Tuesday - Thursday 2:00p – 10:30p & Friday and Saturday 5:30p – 2:00a
Sunday – Thursday 3:00p – 11:30p

This position provides hotline callers with crisis intervention, safety planning, information and referrals, domestic abuse education and emotional support as appropriate. This position may work at the emergency shelter as requested.

Emerge! Center Against Domestic Abuse provides domestic abuse crisis intervention and housing, prevention and education, and support and advocacy services to anyone experiencing domestic abuse. Emerge! is the largest domestic abuse shelter and provider of domestic abuse prevention and abuse programs in Southern Arizona.

We're committed to making our community a safer place to live, work, and play.

ESSENTIAL DUTIES

- Provide hotline callers with crisis intervention, safety planning, information and referrals, domestic abuse education and emotional support
- Conduct assessments to determine immediate needs
- Conduct basic mental health screenings and facilitate immediate intervention
- Facilitate services with law enforcement agencies
- Provide information and referrals as appropriate
- Manage and document emergency situations
- Supervise, train and monitor hotline volunteers
- Provide hotline and other support services at the emergency shelter
- Responsible for implementing all programmatic and agency protocols
- Maintain appropriate employee/client boundaries
- Complete and maintain all required documentation
- Attend all scheduled meetings, briefings and required trainings

QUALIFICATIONS

- Associate degree in Social Services or related field
- Two years of experience in Social Services
 - or an equivalent combination of education and/or experience
- Trauma related work experience preferred
- Bilingual (English/Spanish) required/preferred based on shift

REQUIREMENTS

- Appropriate fingerprint clearance through the Arizona Department of Public Safety
- CPR/First Aid certification
- Valid Arizona Driver License and proof of automobile insurance
(No action is needed to acquire fingerprint clearance or CPR/1st Aid prior to possible employment and Emerge! will cover expenses upon employment.)

REQUIRED COMPETENCIES

- Ability to think critically and general solutions
- Ability to assess potential crisis situations and take appropriate action
- Ability to network efficiently with other agency personnel
- Work effectively as a team member
- Ability to work well independently and be self-motivated
- Effective time management skills
- Excellent written and oral skills
- Highly organized and able to multi-task
- Proficient computer skills including e-mail, calendars, document processing, spreadsheets and databases

PHYSICAL DEMANDS

- Must be able to sit or stand for long periods of time
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately or quickly
- Provide CPR/First Aid
- Must be able to lift up to fifty pounds

Emerge! is an equal opportunity employer