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**October 2020**

**Position: Client Advocate**

**Position Type: Non Exempt/Full-Time/Hourly/Essential 40hrs/ 3PM - 11PM**

The hours for this position are 3PM to 11PM. Turning Point of Lehigh Valley is expanding its team! We are a non-profit working to eliminate domestic and intimate partner abuse in the Lehigh Valley. We're seeking a compassionate, mission oriented person who is energetic, self-motivated and ready for a challenging career as a Client Advocate. The Client Advocate position is an essential, full-time, non-exempt position starting at \$16.00 an hour.

The Client Advocates primary responsibilities are in the areas of crisis intervention services for callers throughout the community, answering our 24/7 helpline, advocacy for all callers and safe house residents. The Client Advocate covers a variety of shifts as scheduled which include weekdays, overnights, weekends, holidays, and other times as needed. Must be able to operate in a team environment with Turning Point staff and other entities associated with the 24/7 operations of Safe House. Must be a supportive listener to clients in crisis, have strong interpersonal skills and a professional demeanor.

We are looking for someone who has a minimum of two years' relevant work experience in social service or a related field. Must be able to work your scheduled shifts which may include weekends, overnights and holidays. Should be proficient in Microsoft Office programs, including Office365, Outlook, Word, Excel, PowerPoint, and Teams. Preferred candidates will be fluent in English and another language. Must have reliable transportation and a valid driver's license.

**To be considered, all interested parties must submit a cover letter and resume to [hr@turningpointlv.org](mailto:hr@turningpointlv.org)**

**Turning Point of Lehigh Valley is an Equal Opportunity Employer.**