

SAFE HARBORS JOB DESCRIPTION



POSITION: Advocate

OBJECTIVE: Direct Service

SCHEDULE: M-F Regular business hours, 36 hours a week plus some evenings and weekend on callshifts.

WAGE: \$16-\$19/hr DOE & benefits package, generous PTO policy

Role Summary:

Advocates provide support and resources for survivors of domestic violence, sexual assault, and stalking through a variety of processes. This includes assisting victims of violent DV/SA/ST crimes in criminal cases, assisting clients seeking civil protection orders, helping to empower clients with self-advocacy, assisting clients with safety planning, emotional support (group & individual) and assisting with resource referral. This role will include 1 day a week of co-located services through ODHS local offices.

DUTIES

Responsibilities include but are not limited to:

DIRECT SERVICE:

1. Provide direct services to clients experiencing intimate partner violence, sexual assault, stalking and human trafficking survivors as needed: sheltering, food & clothing, crisis counseling, in-person crisis response, follow-up after crisis response, safety planning, transportation, emergency assistance, legal advocacy, mentoring, life skills education, and information and referrals.
2. Maintain emergency shelter in move-in ready condition. Assist in shelter resident case management. Lead client support groups
3. Answer office and hotline calls during regular business hours. Additional on-call hotline shifts are scheduled for one week/weekend per month.
4. Provide mobile advocacy to survivors working with partners throughout the community (medical or mental services, corrections, culturally specific services, schools, etc.) as requested.
5. Track data to provide statistical reports for grant compliance.
6. Assist in preparation of monthly and quarterly reports per grant requirements.
7. Continue to receive education and training as requested and required, including advanced legal skills, crisis intervention and sexual assault specific training.
8. Contribute to a successful team within the shared advocacy model and work from a team-based approach in conjunction with other advocates. Provide support and assist coworkers in response to fluctuations in workloads.
9. Network and advocate for survivors' needs with other community agencies.
- 10. Maintain confidentiality regarding clients, advocates, and staff information.**

ADMINISTRATIVE:

1. Keep accurate statistical records of services provided.
2. Provide assistance with grants and statistical reports, as required.

3. Develop and/or acquire resource materials.
4. Maintain office appearance and upkeep.

COMMUNITY RELATIONS:

1. Provide education to community members and partners as needed.
2. Model agency mission and philosophy.
3. Coordinate any public relations activities as needed.

VOLUNTEERS:

1. Supervise volunteers providing direct and support services.
2. Assist with volunteer recruitment, recognition and training in conjunction with the Volunteer Program Coordinator.

OTHER DUTIES:

1. Attend Safe Harbors staff and team meetings.
2. Attend additional educational opportunities, as needed or requested.
3. Assist with special projects or duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

One to two years working in family or intimate partner violence, anti-oppression, child development or related social services experience and/or training; related bachelor's degree from four-year college or university; or **equivalent combination of education and experience.**

LANGUAGE SKILLS

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of clients, volunteers, co-workers, collaborative agencies, and the general public.

REASONING ABILITY

Ability to solve complex problems, respond quickly in crisis and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in writing, orally, or by diagram.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear while communicating verbally with individuals in person or on the telephone. The

employee frequently is required to sit while doing peer counseling or taking hotline calls. The employee is occasionally required to stand; walk; use hands; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds of equipment and/or supplies. Specific vision abilities required by this job for driving and computer work include: close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, as exists in a typical business place with ringing phones, many people speaking at once, copiers, fax machines and printers.

WORKING CONDITIONS

Involves exposure to violence, often including graphic descriptions of heinous crimes against children and adults. The employee will work occasional weekends or holidays due to the on call and first responder nature of the position.

INTERPERSONAL

Ability to communicate professionally and effectively, act professionally and ethically at all times and maintain positive and productive working relationships with colleagues. Well organized, flexible, and able to function independently. Ability to maintain a non-judgmental attitude when working with others whose values and beliefs may be in contrast to the advocate's values and beliefs, maintain confidentiality, be able to function under stressful conditions, be able to work independently, consistently demonstrate effective listening skills and common sense. Tolerant of frequent interruptions. Must demonstrate a courteous, caring and understanding attitude towards clients, co-workers, visitors, other agencies' personnel, and volunteers.

PREREQUISITES

1. Ability and desire to work with a broad range of people from diverse backgrounds and life experiences.
2. Flexibility and sense of humor.
3. Ability to organize program details.
4. Ability to work under stress and respond effectively to crisis situations.
5. Ability to demonstrate initiative and handle a diverse workload.
6. Good problem-solving skills.
7. Reliable, responsible, energetic.
8. Ability to practice and demonstrate good self-care to address job stress.
9. Proficiency on appropriate software and Internet.

REQUIRED FOR HIRE

1. Complete Oregon Core Advocate 40-hour training immediately upon hiring.
2. Pass criminal background check, other background checks as required.
3. Sign binding confidentiality agreement.
4. Valid Oregon Driver's License.

Safe Harbors provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, national origin, age, (dis)ability or genetics. In addition to federal law requirements, Safe Harbors complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.

We are committed to building an authentic and inclusive workforce that represents the communities we serve. People with various work histories and lived experiences are encouraged to apply. If this sounds like work you feel compelled to do, too, we invite you to explore employment opportunities with us!

To apply for this position please email your resume, and cover letter that includes responses to the questions below. SEND TO MANDY DECKER AT mandystecher@yahoo.com TO APPLY.

Please include a cover letter that answers the following questions and send it with your resume.

1. What is your understanding or definition of domestic and sexual violence and stalking?
2. Do you think everyone has equal opportunities in life? Why or why not?
3. What is your understanding of how abuse impacts people? What do you think a world without violence looks like?
4. What are some strategies that you might use to prevent burnout in a role with so much exposure to trauma?
5. Is there anything else you want to share about why this position is a good fit for you?