

## **SAFE HARBORS JOB DESCRIPTION**

**POSITION:** Legal/Crisis Advocate

**OBJECTIVE:** Direct Service

**SCHEDULE:** M-F Regular business hours, 36 hours a week plus some on call shifts

**WAGE:** \$15-17+/hr DOE & benefits package, generous PTO policy

### **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. Be knowledgeable of, and inform survivors of, civil and criminal options
  - Assist survivors with protection order paperwork
  - Provide accompaniment to survivors during civil and criminal proceedings
  - Provide referrals for legal representation
  - Assist survivors in accessing crime victims compensation benefits
  - Be present for court watch of relevant cases
3. Answer office and hotline calls during regular business hours. Additional on-call hotline shifts are scheduled for one weekend a month and 4-5 evenings/month.
4. Network and advocate for survivors' needs with other community agencies.
5. 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 counsels 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.
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.

To apply for this position please email your resume, and cover letter that includes responses to the questions below to:

[mel@wcsafeharbors.com](mailto:mel@wcsafeharbors.com)

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

1. What is your experience working within the criminal or civil court justice system?
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. Is there anything else you want to share about why this position is a good fit for you?

For more information or questions please contact Mel Sharp at 541-426-4004. Open until filled.