

Domestic & Sexual Violence Advocate Job Description

Title: Domestic & Sexual Violence Advocate

Program: Advocacy Program

Start Date: ASAP

Supervisor: Executive Director

Wage: \$20.00 per hour

Position Summary: Assist in carrying out the mission and goals of Safe Harbors by providing high quality support, advocacy, safety planning, and information and referral to survivors of interpersonal violence. This position will also work closely with social service providers, medical personnel, and other professional through Safe Harbors' crisis line.

All persons of every race, ethnic background, spiritual belief, economic status, gender identity, sexual orientation, age or personal ability, are equally affirmed into membership, leadership and employment at Call to Safety and are joyfully welcomed.

Specific Responsibilities:

- Answer the crisis line in a courteous and professional manner
- Provide:
 - Needs assessments
 - Emotional support
 - Information and referrals to community services using warm transfers when possible
 - Assistance with safety planning and brainstorming available options
 - Crisis intervention
- Provide survivors with advocacy, information, referrals and resources as appropriate, including providing supportive advocacy and warmly handing off clients to other area providers.
- Accurately obtain and record demographic information for use in identifying service and geographic needs of survivors for grant reporting.
- Stay informed of community resources and coordinated community responses.
- Observe all confidentiality requirements.
- Attend weekly staff meetings, occasional empowerment group meetings
- Attend trainings, as required.
- Work with community partners to provide comprehensive information and referral crisis services
- Maintain a level of comfort and ability around basic technology (email, databases, text, chat, etc.) as well as future systems as our technology needs progress.
- Other tasks and projects as assigne.

General Responsibilities:

- Attend agency meetings, trainings and occasional weekend retreats
- Serve as a visible spokesperson and advocate for Safe Harbors' mission and programs in the community
- Assist with responsibilities in a team approach
- Other duties as assigned
- Serve on committees as directed by the E.D.

Required Qualifications:

- Recent experience (within past two years) working or volunteering with survivors of domestic and sexual violence
- Philosophy compatible with Call to Safety’s Mission statement, especially to include:
 1. Experience with and knowledge of domestic and sexual violence
 2. Understanding of oppression and how it supports interpersonal violence
 3. Value social justice and work to change attitudes in the community by making domestic and sexual violence global issues
 4. Understanding of the impact of trauma on survivors
- Strong organizational abilities
- Ability to work well with a variety of people from diverse backgrounds
- Excellent verbal and written communication skills
- Demonstrated ability to problem solve, be proactive
- Flexibility and the ability to work on multiple tasks simultaneously
- Commitment to building a multi-racial, diverse team
- Ability to maintain confidentiality
- Ability to work with Call to Safety staff as a team member
- Ability to remain up to date on current technology systems, learn new technology systems and implement within scope of duties.

Preferred Qualifications:

- Previous completion of a 40-hour Domestic and Sexual Violence Advocacy Training
- Individuals who are bilingual and/or bicultural
- Knowledge or experience in the sex industry

Employee Signature

Date

Executive Director Signature

Date