

**WOMEN'S CENTER**  
**Alger Program Advocate**

**PROGRAM:** FVSPA ARPA Grant  
**SUPERVISED BY:** Sexual Assault Program Coordinator  
**SUPERVISION OF:** NA  
**CLASSIFICATION:** Salaried/Non-Exempt/40 hours a week  
**SUMMARY:** The Alger Program Advocate works as part of a team that includes the Program Director, The Sexual Assault Program Coordinator, and the Domestic Violence Program Coordinator to ensure comprehensive service delivery. The Alger County Program Advocate is responsible for overall implementation and delivery of sexual assault and domestic violence services for Alger County. The Advocate will collaborate and coordinate community outreach, education programs and provide individual advocacy to sexual assault and domestic violence victims/survivors and their families.

**DUTIES**

**Direct Service/Advocacy:**

1. Conduct initial intake with domestic and sexual violence survivors/victims entering the program
2. Provide non-judgmental, empathetic, supportive advocacy and crisis intervention for survivors/victims of sexual assault and their partners and families
3. Assist, support and offer one-on-one assistance to program participants through the legal, medical and social services systems
4. Facilitate contact with other agencies on behalf of participants; accompany participants to meetings and appointments as needed/requested
5. Provide and/or arrange for emergency transportation to shelter and other services as needed and as safety allows
6. Work closely with the other Women's Center staff, law enforcement, the medical community and other agencies as necessary to make certain that victims are receiving immediate, compassionate responses to their situation
7. Collect, maintain and record program statistics to support grant objectives

**Education and Outreach Responsibilities:**

1. Provide information to community agencies addressing sexual assault/domestic violence services provided
2. Provide information about Women's Center services to victims identified through law enforcement contact/police reports

3. Provide, facilitate and promote educational and supportive groups addressing the needs of sexual assault or domestic violence survivors/victims
4. Schedule informational presentations at junior high, high school, and institutions of higher learning on sexual assault and domestic violence
5. Implement and maintain an ongoing schedule that provides information and community outreach about sexual assault awareness throughout the county using printed materials, media and educational events

**Systems Change:**

1. Collaboration with community resources (e.g., law enforcement, court systems, social services, etc.) to ensure sexual assault service availability for victim/survivors
2. Active participation in groups and committees designed to address sexual assault service and delivery for the county
3. Conduct training on sexual assault and domestic violence dynamics and issues with community agencies to increase awareness
4. Network with other community resources and agencies to identify unmet needs for victims/survivors in the county and develop and/or enhance services/options available for victims
5. Develop and implement innovative services that address the special needs of victims from diverse and/or underserved populations

**OTHER RESPONSIBILITIES:**

1. Responsible for data entry and maintenance of monthly, quarterly and annual reports related to client services and other services provided
2. Complete tasks as assigned by the supervisor within the time frame established
3. Maintain a professional, confidential, non-judgmental relationship with all clients
4. Maintain and document client files that ensure confidentiality
5. Interact in a professional, cooperative manner with other staff and volunteers
6. Submit any proposed change in your work description or conditions to the supervisor
7. Participate in promoting the Women's Center through community education and public relation efforts
8. Attend organization staff meetings as required
9. Attend trainings and continuing education activities as assigned
10. Perform related duties as assigned
11. Work in a safe manner being aware of personal safety and the safety of others
12. Responsible for observing safety, health and sanitation code
13. Rotate as on-call to crisis calls and/or provide shelter coverage as needs arise

**EDUCATION/TRAINING REQUIREMENTS:**

A minimum of a Bachelor’s degree in a human resource related field or working on a Bachelor’s degree in a human resource field or two years of experience in the field of domestic violence and sexual assault advocacy

**This position is required to:**

1. Complete the MDSVTB funded New Service Provider Training coordinated by MCEDSV
2. Complete 24 hours a year of training in domestic violence and sexual assault
3. Consent to a Criminal Background Check
4. Provide proof of completion of First Aid and CPR Training within first year of employment and remain current in certification
5. Maintain a good driving record and carry liability insurance for passengers in personal vehicle.
6. Provide proof of vehicle insurance
7. Have access to a car during scheduled work hours
8. Reply to emails and answer phone messages within 24 business hours of receipt
9. Must have a bank account for direct deposit of paychecks

The Women’s Center is an equal opportunity employer that supports and subscribes to a policy of nondiscrimination in all aspects of employment including selection, job assignment, compensation, discipline, termination and access to benefits and training. The Women’s Center employment practices are based on job qualifications without regard to race, creed, color, national origin, religion, age, gender, height, weight, marital status, sexual orientation, gender identity, disability, veteran status or any other protected classifications. The Women’s Center is also committed to compliance with all applicable laws regarding nondiscrimination.

Employee signature below indicates the employee's understanding the position requirements

Employee Name Printed: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_