

WOMEN'S CENTER
SA - DV Outreach Advocate
(Sexual Assault/Domestic Violence Advocate)

PROGRAM: Sexual Assault & Domestic Violence (SASRVOCA, DVVOCA)
SUPERVISED BY: SA Program Coordinator
SUPERVISION OF: NA
CLASSIFICATION: Salaried/Non-Exempt/40 hours a week
SUMMARY: The Sexual Assault/Domestic Violence Advocate is responsible for providing support and advocacy for the rights and protection of children, youth and adults who are victims of stalking, domestic violence, sexual assault (including childhood sexual abuse) or dating violence. The Sexual Assault/Domestic Violence Advocate is also responsible for assessing individual victim's needs and helping them to fulfill and reach their goals for safety (shelter, counseling, referrals, food, etc.) The Sexual Assault/Domestic Violence Advocate will also assist in the recruitment, training, supervision, work coordination and direction of volunteer staff to ensure smooth operation of the Women's Center Sexual Assault/Domestic Violence program

DUTIES

Direct Service/Advocacy:

1. Conduct initial intake with victims of sexual assault, domestic violence, stalking and dating violence
2. Provide ongoing support to victims and offer one-on-one assistance to program participants through the legal, medical and social services systems.
3. Facilitate contact with other agencies on behalf of participants; accompany participants to meetings and appointments as needed/requested
4. Conduct thorough case management on all cases to include documentation of referrals and follow-up contacts.
5. Provide and/or arrange for emergency transportation and other services as needed and as safety allows
6. Assist in provide, facilitating and promoting awareness and supportive groups addressing the needs of sexual and domestic violence victims
7. 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

8. Provide crisis intervention via phone or face to face contact including identifying and addressing barriers to safety, providing emotional and other supports (information and referral) as requested for DV and SA.
9. Provide case management for survivors/victims to assist them in attaining their goals
10. Provide clients with community resources
11. Maintain professional boundaries with organization clients
12. Staff the 24-hour crisis line as assigned
13. Rotate as on-call, respond to crisis calls and/or provide shelter coverage as needs arise

Outreach and Organization Representation

1. Responsible for developing contacts and building liaison relationships within the community in Ishpeming and the Gwinn area.
2. Provide or assist with presentations to schools, community groups, and others interested in issues related to sexual assault, domestic violence, stalking, and dating violence throughout Marquette County

OTHER RESPONSIBILITIES

1. Responsible for data entry related to client services, work activities, training and other services provided
2. Complete tasks as assigned by the supervisor within the time frame established.
3. Submit any proposed change in your work description or conditions to supervisor
4. Maintain a professional, confidential, non-judgmental relationship with all clients
5. Maintain and document client files that ensure confidentiality
6. Interact in a professional, cooperative manner with other staff and volunteers
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

EDUCATION/TRAINING REQUIREMENTS

A minimum of a Bachelor's degree in the social services related field or working on a Bachelor's degree in the social services field or two years of experience in the domestic violence/sexual assault field.

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 sexual assault/domestic violence
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: _____