

Center Against Rape and Domestic Violence Advocate Job Description

Job Title: Shelter Advocate
Reports to: Shelter Manager
Status: Full-time, 40 hours, non-exempt
Hours: Saturday 7:30am-4:00pm
Sunday 7:30am-2:30pm
Monday 1:30pm-8:30pm
Tuesday 1:30pm-8:30pm
Wednesday 12:30pm-8:00pm

1 - 12-hour on-call back up shifts per week compensated at an on call rate.

Schedule will vary as needed by the agency to cover other open evening and overnight shifts.

Summary: This position fills multiple roles at CARDV. The primary responsibility is to meet the needs of shelter residents, answer the crisis and support line, responds to crisis calls in the community, meets with survivors for scheduled and walks in appointments.

Direct Service

- Meet with shelter residents daily to identify goals, provide information and referrals and safety planning
- Answers the crisis and support line to provide assistance to survivors
- Provide advocacy assistance, safety planning, information and referral to non-shelter residents
- Provide advocacy to survivors of domestic and sexual violence, stalking and dating violence through the crisis line
- Meet with survivors for scheduled and walk-in appointments
- Support survivors at protective order hearings in Linn and Benton Counties
- Provide or arrange transportation for survivors
- Provide on-scene crisis response as requested by Law Enforcement and Medical Professionals
- Provide follow-up phone calls to survivors as requested by crisis response staff
- Complete all data collection, crisis response, and follow-up forms
- Maintain up-to-date client files and record of services provided
- Attend CARDV direct service meetings, staff meetings and on-going trainings
- Assist in maintaining office organization for multiple sites
- Participate in shelter cleaning

Education/Experience:

- BA/BS preferred or equivalent experience in advocacy program for survivors of domestic violence, stalking and sexual assault
- 2 years of professional employment experience

Preferred Skills:

The requirements listed below are representative of the knowledge, skills and abilities required to perform the essential duties successfully. We will make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

- Bilingual Spanish/English speaker with cultural expertise
- Demonstrated knowledge of the dynamics and impact of domestic violence, sexual assault, stalking and teen dating violence and advocacy response to these forms of violence
- Demonstrated understanding of safety planning and necessity of strict adherence to confidentiality
- Ability to provide leadership, remain calm, make decisions, and give clear direction in crisis situations
- Empathy with, and understanding of, survivors of domestic and sexual violence
- Good written and excellent verbal communication skills
- Ability to work well with people of diverse backgrounds
- Able to work well both independently and in a team environment
- Microsoft Suites experience: Word
- Must have good planning and organizational skills, ability to focus, multi-task and prioritize
- Ability to think and act quickly when needed and anticipate the needs of clients
- Ability to work effectively with noise and interruptions
- Possess awareness of, and respect for, cultural differences

Additional Requirements:

- Successful completion of CARDV's Advocacy Training Program
- Own automobile transportation, current insurance coverage, and valid driver's license

Other Competencies/Characteristics:

- Flexible
- Compassionate
- Ethical
- Patient
- Self-directed
- Professional
- Responsible
- Confident

Supervisory Responsibilities:

This position has no direct supervisory responsibilities.

Physical Demands:

The following physical demands are representative of those that must be met by an employee to successfully perform the essential job functions:

While performing this job the employee is regularly required to talk, hear, stand, sit, and walk, to use hands, arms, and fingers. The vision requirements include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. There is a need to lift up to 50 pounds at times.