

Center Against Rape and Domestic Violence (CARDV)



Mission:

- To provide services and support to those affected by sexual and domestic violence, and
- To provide education and leadership within the community to change the societal conditions that cultivate these forms of violence

Co-located Advocate

Reports to: Program Manager

Status: Full-time, 40 hours, non-exempt

Hours: Flexible Schedule:

- minimum of 30 hours/week are dedicated to services to clients referred by DHS

Summary: The Co-located Advocate position is a contract between CARDV and the Department of Human Services (DHS). The Advocate is employed by CARDV and works in partnership with DHS to provide advocacy services to survivors of domestic violence, sexual assault, stalking and sex trafficking. DHS refers clients for advocacy services.

Essential Duties and Responsibilities include the following:

Direct Service:

- Meet with clients to provide in-person crisis intervention, safety planning, information and referral, systems advocacy, legal advocacy, follow-up, and/or transportation
- One 12-hour on-call back up shifts per week compensated at an on call rate
- Complete all data collection, crisis response, and follow-up case tracking forms
- Maintain up-to-date client files, record of services provided and reporting forms
- Maintain strict adherence to CARDV confidentiality policies
- Attend CARDV staff meetings, in-services, and on-going trainings

Community Relations:

- Maintain an excellent working relationship with DHS
- Serve as the liaison between DHS and CARDV
- Collaborate with DHS staff to identify domestic and sexual violence related cases
- Attend meetings with DHS staff as requested, to increase resources for survivors
- Problem solve and work in collaboration with DHS staff to solve issues identified in the release of information that is voluntarily agreed upon by the client
- Attend DHS meetings (staff meetings and Family Decision Meetings) as needed, to increase knowledge of procedures, staff and operations
- Display an expertise in DHS programs and procedures
- Display an expertise in Linn County community resources
- Respond to all referrals, maintain the referral form and update community partners with any changes to the referral process

Education:

- Consult and train DHS staff regarding the dynamics of domestic violence and sexual assault
- Provide training to CARDV staff about DHS services and program updates

Education/Experience:

- Bicultural Spanish/English preferred
- BA/BS preferred or equivalent experience in advocacy program for survivors of domestic violence, stalking and sexual assault
- At least 2 years of education and /or experience in assisting clients with domestic violence, sexual assault, stalking or sex trafficking

Preferred Skills:

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

- Demonstrated knowledge of dynamics and impact of domestic violence, sexual assault, stalking, sex trafficking and the advocacy response to these forms of violence
- Demonstrated understanding of safety planning and necessity of strict adherence to confidentiality
- Ability to remain calm, make decisions, give clear direction and provide leadership in crisis situations
- Good written and excellent verbal communication skills
- Able to work well both independently and in a team environment
- Microsoft Suites experience: Word, Excel, PowerPoint
- Must have good planning and organizational skills, ability to focus, multi-task and prioritize
- Ability to remain calm and focused to work effectively with noise and interruptions
- Possess awareness of and respect for cultural differences

Additional Requirements:

- Successful completion of CARDV Advocacy Training Program
- Required automobile transportation, current auto insurance coverage, and valid driver’s license
- Maintain certification as an Address Confidentiality Program Assistant
- Attend DHS mandatory Cultural Competency training

Other Competencies/Characteristics:

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

Supervisory Responsibilities:

This position has no direct supervisory responsibilities.

Physical Demands:

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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.