



Job Title: Full-time Co-Located Advocate
Reports to: Crisis Response Manager
Status: Full-time, 40 hours, non-exempt
Hours: Monday - Friday, 9am - 5pm
Pay: Starts at \$20.50/hour

Summary: The primary responsibilities of Co-Located Advocate are to work in partnership with ODHS at their Linn and Benton county offices, take referrals from them, continue ongoing case management with the referrals, and support ODHS workers to create a safety plan with the survivors they support.

Essential Duties:

- Advocacy support with clients to provide in-person crisis intervention, safety planning, information and referrals, systems advocacy, legal advocacy, follow-up, and/or transportation.
- Complete all data collection, crisis response, and follow-up case tracking forms
- Maintain up-to-date client files, records of services provided, and reporting forms
- Answer 24/7 crisis hotline when needed
- Attend CARDV staff meetings, trainings, and facilitate participation of CARDV in the community in the manner of presentations, support group, and program facilitation
- Provide training to CARDV staff about ODHS services and program updates
- Act as a liaison between ODHS and CARDV
- Provide advocacy services onsite and offsite (i.e. ODHS, Linn County office etc)
- Attend meetings with ODHS staff as requested to increase resources for survivors
- Collaborate with ODHS staff to solve issues identified in a release of information that is voluntarily agreed upon by the client
- Attend ODHS meetings (staff meetings and Family Decision Meetings) as needed to increase knowledge of procedures, staff, and operations
- Demonstrate an expertise in ODHS programs and procedures
- Demonstrate an expertise in Benton and Linn County community resources
- Respond to all referrals, maintain referral forms, and update community partners with any changes to the referral process
- Consult and train ODHS staff in the dynamics of domestic violence and sexual assault
- Other duties assigned to support survivors and CARDV

Education/Experience:

- BA/BS preferred or equivalent experience in advocacy program for survivors of domestic violence, stalking, and sexual assault
- A minimum of 2 years of education and/or experience in assisting clients with domestic violence, sexual assault, stalking, or sex trafficking.
- Must be 21 years or older.

Required Skills/Abilities:

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.

- Understanding of and commitment to eliminating sexual and domestic violence, stalking, and teen dating violence, as well as all forms of oppression
- Awareness of and have respect for cultural differences and willingness to dismantle oppressive dynamics/systems.
- Understanding of safety planning and necessity of strict adherence to confidentiality when working with survivors, their friends, and family
- Empathy for and understanding of survivors of domestic and sexual violence

- Ability to work flexible hours independently and as a team
- Ability to learn new technology systems and implement them within scope of duties
- Ability to work effectively with noise and interruptions

Additional Requirements:

- Successful completion of all CARDV Advocacy Training Program
- Valid driver’s license, a good driving record, and reliable mode of transportation
- Maintain certification as an Address Confidentiality Program Application Assistant
- Understanding of and willingness to abide by CARDV policies and procedures
- Complete ODHS mandatory Cultural Competency training
- Ability to perform essential job duties with and without medical accommodation

Supervisory Responsibilities:

This position has no direct supervisory responsibilities.

Physical Demands:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift up to 50 pounds at times.

Mental or Visual Demands:

Periods of high stress and strict deadlines. Continuous mental or visual attention.

CARDV commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQIA+ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Manager _____ Date _____

Employee signature below indicates the employee's understanding of essential duties and requirements.

Employee _____ Date _____