General Advocate

Job Title: General Advocate

Reports to: Shelter Manager

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

Pay: $21.60 Hourly

Hours: Wednesday-Saturdays 10:00am-8:00pm (training hours will vary) Monthly staff meeting on First Wednesday of the month from 12:00pm-2:30pm

Summary: Provide advocacy to survivors of domestic and sexual violence by providing them safe resources, spaces, support, and information. This position is responsible for staffing the 24/7 crisis hotline and responding to in-person crisis calls. CARDV is dedicated to Benton and Linn County.

While the hours for this position generally remain the same, flexibility is required to meet the needs of our 24-7-365 operations and services.

Direct Service:

- Answer 24/7 Crisis Hotline.
- Provide advocacy, safety planning, information, and referrals to survivors of domestic and sexual violence, stalking and dating violence.
- Collaborate with community partners to support survivors and build a sustainable support network.
- Respond to crisis calls from law-enforcement and hospital staff as needed.
- Provide or arrange transportation to shelter, medical advocacy, legal advocacy, etc. as appropriate for all clients.
- Provide follow up contact via phone or in person to survivors.
- Attend ongoing training for best practices in advocacy and trauma informed response.
- Complete all data collection, crisis response, and follow up forms.

Coordinate daily shelter activities, appointments, and meetings.

- Remain up-to-date on shelter food needs, inventory lists, and Food Share orders.

- Provide advocacy, safety planning, information, and referrals to shelter residents and survivors not in the shelters.
- Participate in shelter cleaning, and assessing furniture needs and repairs for Facilities Manager.
- Provide case management to shelter residents as requested.

General Responsibilities:

- Attend all staff meetings, training, and participate in team building activities.
- Maintain up-to-date client files, record of services provided, etc. as required by grants.
- Maintain certification as Address-Confidentiality Program Assistant.

Education/Experience:

- Bicultural Spanish /English speaker, preferred but not required.
- BA/BS preferred or equivalent experience in advocacy for survivors of domestic and sexual violence, stalking, and trafficking.
- 2 years of professional employment experience.

Preferred Skills:

The list below is representative of the knowledge, skills, and abilities preferred to perform the essential duties successfully. We will make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

- Bicultural and bilingual experience preferred.
- Demonstrated knowledge of the dynamics and impacts of domestic violence, sexual assault, stalking and teen dating violence.
- Demonstrated understanding of safety planning and the necessity of strict adherence to confidentiality.
- Ability to provide leadership, remain calm, make decisions, and provide clear direction in crisis situations.
- Empathy with and understanding of survivors of domestic violence and sexual violence.
- Excellent written and verbal communication skills.
- Ability to work well with people of diverse backgrounds.
- Able to work well both independently and in a team environment.
- Good planning and organizational skills, ability to focus, multi-task, and prioritize.
- Ability to think, act quickly, and anticipate the needs of survivors.
- Ability to work effectively with noise and interruptions.

- Possess awareness of and respect for cultural differences.

Additional Requirements:

- Successful completion of CARDV Advocacy Training Program upon hire.
- Obtain certification as an Address Confidentiality Program Assistant upon hire.
- Valid driver's license, a good driving record, current auto insurance and 21 years or older to be included on CARDV's driving insurance.
- Understanding and willingness to abide by CARDV policies and procedures.
- Ability to perform job duties with or without accommodation.

Physical Demands:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 30 pounds at times.

Mental or Visual Demands:

Prolonged exposure to secondary trauma relating to domestic violence, sexual assault and trafficking.

- 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. We welcome applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQIA2S+ community members, and others who share our mission and values to apply.

Job Type: Full-time

Pay: $21.60 - $28.08 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Mileage reimbursement
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 10 hour shift
- Day shift

Language:

- Bilingual (Preferred)

License/Certification:

- Driver's License (Required)

Ability to Commute:

- Corvallis, OR 97333 (Preferred)

Ability to Relocate:

- Corvallis, OR 97333: Relocate before starting work (Required)

Work Location: In person