**Advocate**

**REPORTS TO:** **Advocate**

**SUMMARY OF DUTIES:**  Provide responsive and supportive advocacy to those impacted by domestic violence or sexual assault.

DUTIES AND RESPONSIBILITIES:

To clients:

1. Responsible for providing responsive and supportive advocacy to those impacted by DV/SA; assessing needs, making referrals to other human service agencies or providers, providing accompaniment to court and appointments.
2. Possessing extensive knowledge of the safety planning and resources available in service area. Utilizing a holistic approach to safety planning.
3. Plan and facilitate supportive individual and group opportunities for survivors.
4. Participating in the planning and implementation of activities for survivors and community members during awareness months
5. Identify positive solutions for clients that are client centered, strength-based, and trauma-informed. Monitor clients ongoing physical and emotional needs and work within the team to make sure goals and needs are consistently met; utilize case management to develop and monitor progress.
6. Identify opportunities for system advocacy, collaborate with team and leadership on addressing need and maintain communication regarding outcomes.

To the agency:

1. Participate in the on-call schedule providing the 24-hour access point for services provided for the agency.
2. Complete job-related paperwork (client contact sheets and training forms) in a timely and accurate manner
3. Participate in the training of new CCI advocates and help ensure they are prepared to provide highly responsive trauma informed services.
4. Participate in developing and maintaining advocacy process descriptions and resource guide.
5. Actively, assertively, and thoughtfully participate in staff meetings on a regular basis.
6. Work Collaboratively as a team to ensure that there is adequate coverage in our offices.
7. Recognize and build on the cultural diversity of our clients and co-workers; actively foster positive working relationships with staff; work in a caring and helpful manner with clients and staff.
8. Attend training as required by the agency, funders, and Coalitions.
9. Follow CCI’s policies on confidentiality; support the agency’s values.
10. Represent the agency positively in the public.
11. Respect the program and agency resources (time, equipment, supplies, energy, and mileage); organize time and efforts to meet work demands.
12. **Participate in the ownership of agency annual goals. Drive activities, provide routine updates, communicate regarding status and ensure outcomes are met.**

To the community:

1. Establish and maintain good relationships with the social service, legal and educational communities; market the programming provided by CCI.
2. Collaborate with other community entities and agencies on a regular basis with the goal of completing outreach activities each week.
3. Participate in educational presentations in the public sector, including training for law enforcement, schools, and non-profit agencies; participate in the implementation of community awareness activities regarding survivors and their needs.
4. Continually develop and maintain current knowledge of domestic violence, sexual assault and trauma informed care through ongoing training, books, videos, and consultations in the areas of mental health, substance abuse, cultural awareness, and other related areas to reduce barriers for victims and decrease the possibility for re-victimization.

**Qualifications:**

1. A bachelor’s degree is not required for this position, however, individuals with relevant work experience, or education beyond high school is a minimum requirement. Certificates or associate degrees in subjects such as social work, human services, gerontology, or one of the social or behavioral sciences will meet requirements.
2. Required to have experience with at least two of the following skills: conducting interviews, employing problem-solving techniques, handling crisis intervention matters, multi-tasking, and using proper case management and referral procedures.
3. Required to attend basic domestic/sexual violence orientation training and attend at a minimum of ten (10) hours of continuing education annually.
4. Required to have a valid driver’s license and to submit to a criminal background investigation.
5. Position requires active listening skills, effective written and oral communication skills, a strong sense of responsibility, healthy client/advocate boundaries, effective time management skills, and the ability to work independently as well as with the team.

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**Employee Signature Date**

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**Executive Director Signature Date**