

## **AWARE ADVOCATE**

POSITION TITLE: Advocate  
FLSA STATUS: Non-Exempt  
SUPERVISED BY: Director of Shelter Operations  
SCHEDULE: Full or Part-time, evenings and weekends required  
SALARY RANGE: \$11.06-\$17.79/hour (\$23,000-\$37,000)

### **Purpose:**

This position is responsible for providing client-centered, non-judgmental, and culturally responsive crisis advocacy and support services to adult survivors of domestic and sexual violence and their children.

### **Key Functions:**

- Respond to 24-hour crisis hotline, crisis intervention, emotional support, safety planning, and information and referral services to survivors of domestic and sexual violence.
- Provide face-to-face, voluntary intervention and support on an emergency basis to survivors of domestic and sexual violence and their families. Services shall be provided at non-traditional safe locations such as hospitals, police stations, etc.
- Work collaboratively with community systems used by survivors of domestic and sexual violence during crisis, in efforts to end violence in their lives.
- Present or train community members, human service professionals and individuals on domestic and sexual violence issues, and AWARE services.
- Provide, assist and/or advocate on behalf of clients and their dependent children to link clients with community systems to secure counseling, legal advocacy, housing, employment/financial assistance, health related assistance, transportation or other services related to gaining independence.
- Work with Director of Shelter Operations to ensure safe operations of shelter facility.

### **Qualifications:**

- High school diploma or GED required; college experience/degree preferred, or equivalent combination of training and experience.
- Previous experience working in domestic violence and/or sexual assault program, or other human service agency preferred.
- Demonstrated sensitivity to issues related to domestic and sexual violence.
- Demonstrated knowledge of empathy and empowerment-based models of intervention.
- Knowledge of community resources and working knowledge of access points of entry.
- Knowledge of courts and legal systems, and how to assist families in navigating these systems.
- Demonstrated understanding of the importance of confidentiality, and professional boundaries.
- Knowledge of appropriate parenting and discipline techniques a plus.
- Ability to work one on one, and in groups with both adults and children.
- Must be committed to working with individuals and families from diverse cultural and socio-economic backgrounds.
- Must be committed to promoting agency mission and goals.
- Must be committed to creating a positive, productive work environment and to work cooperatively as a team member.

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- Must be committed to excellence, be innovative, willing to take risks, and possess excellent problem solving/conflict resolution skills.
- Strong organizational, and written and oral communication skills.
- Ability/willingness to work a flexible schedule.
- In-depth knowledge and experience with Microsoft Office products, Outlook, Excel and Access a plus.
- CPR/First Aid certified a plus.
- Must be 18 years of age or older and have a valid driver's license.

### **Physical Requirements:**

- Able to physically and legally drive and travel throughout Jackson County and the state.
- Able to safely operate office machines, including copier, facsimile, and computer.
- Able to lift and carry 30 lbs.
- Able to hold and carry small children.