



Updated: February 2023

Position Title: Community DV/SA Advocate

Position Description

Works with local individuals, community partners, groups, and organizations to strengthen Columbia County's support-system for survivors and to uproot the underlying causes of domestic and sexual violence. Provides advocacy to walk-in clients, on the phone and in person. Provides court advocacy, support groups, outreach activities, and other duties as needed to address domestic and sexual violence in the community.

Supervision: Reports directly to the Executive Director.

Agency-Wide Core Competencies:

- Have a commitment to SAFE of Columbia County's mission: *Empowering people to live safe, healthy, non-violent lives.*
- Be able to work well with persons of varied racial, ethnic, cultural, socioeconomic status, sexual orientations, and abilities.
- Be willing to work as part of a team.
- Have or be willing to acquire training and certification required by SAFE of Columbia County.
- Always maintain client and SAFE of Columbia County confidentiality.
- Collaborate with other social services agencies and community partners.
- Represent SAFE of Columbia County positively in the community, both on duty and off.
- Have excellent written and oral communication skills and organizational skills.

Qualifications:

- Bachelor's Degree in one of the following areas: education, sociology, women's, ethnic or gender studies, human services, social work, public health, counseling, communications, psychology or other related fields. Equivalent experience will be considered in lieu of education.
- Experience in community outreach/organizing/mobilization
- Experience in public speaking/training/classroom management/small group facilitation
- Commitment to social change and trauma informed care
- Ability to adapt to and prioritize project needs
- Independent, self-motivated worker
- Openness to learning new concepts and approaches
- Good computer skills
- Ability to pass a background check and drug screening
- Valid driver's license and a working, insured vehicle
- Oregon Food Handlers Card (or ability to acquire)
- Current CPR and First Aid Certification (or ability to acquire)

Preferred:

- Basic understanding of public health, housing, and community advocacy
- Experience in program and event planning
- Bicultural/bilingual in culture/first language of target communities

Duties and Responsibilities:

A. Short-term crisis intervention

- a. Staff SAFE's 24-Hour Help Line during business hours
- b. Share "on-call" responsibilities with advocacy team
- c. Facilitate access to emergency shelter
- d. Safety planning
- e. Follow-up services
- f. Assistance with restraining orders
- g. Peer support
- h. Information & referrals for community resources & supports

B. Assist clients in navigating community services, and maintain working knowledge of community providers of:

- a. Crime victim rights and resources
- b. Emergency domestic violence and homeless shelter services
- c. Law enforcement, civil, criminal, and juvenile justice programs
- d. Mental health and trauma counseling
- e. Parenting education and respite childcare services
- f. Emergency and community-based social services
- g. Addiction services and recovery treatment
- h. Emergency medical treatment and other medical, dental, and health care
- i. Emergency shelter and counseling for youth
- j. Employment opportunities
- k. Other services necessary to provide support to survivors of domestic violence, sexual assault, and stalking

C. Confidentiality:

- a. Adhere to SAFE's Confidentiality, Client Records, and Non-Discrimination Policy
- b. Retain and dispose of client information per agency policy

D. Documentation/statistics:

- a. Document all client contact on client service and call log forms
- b. Provide SAFE with statistical reports and narratives in a timely manner
- c. Keep ROIs on file in accordance with agency policy

E. Office and Team

- a. Assist in daily operations of SAFE's office
- b. Assist Executive Director with monthly and quarterly reporting requirements
- c. Responsible for donor thank you letters going out in a timely manner
- d. Share "on-call" responsibilities with advocacy team
- e. Adhere to SAFE's Confidentiality, Client Records, and Non-Discrimination Policy
- f. Continue professional development
- g. Submit all reports in a timely manner.
- h. Play an active part in program evaluation and improvement
- i. Communicate and network with staff and volunteers, play an active role in fundraising and event planning.
- j. Other duties as assigned.