

**People of Progression**

333 1st Street, Sta A

Menasha, WI 54952

o: 920-815-9487

info@peopleofprogression.org**POSITION SUMMARY:**

A Support Services Advocate with People of Progression is part of a team of advocates who provide direct service to survivors of violence. The primary focus of this advocacy will be intimate partner violence (IPV), sexual assault (SA), hate, and community violence. The role of the advocate is to walk alongside individuals affected by violence by listening, validating their experience, and connecting them to resources needed for them to live safely and independently. A Support Services Advocate develops connections with individuals impacted by violence, other IPV and SA community agencies, and any agency within the community that can help provide a safety plan and resources needed on an individual basis.

PRIMARY ACCOUNTABILITIES AND RESPONSIBILITIES:**AREA 1: Direct Services**

- Meet one-to-one with adult survivors of violence as a means of offering education, support, networking options with other survivors, advocacy in systems, and referrals to other community agencies. These meetings will take place at the P.O.P. office, in a shelter, in jails or prisons, or other settings where it is safe for all parties to meet.
- Facilitate recurring programming for survivors to provide support, empowerment, and healing.
- Provide opportunities for survivor input and participation in all aspects of program development.
- Provide warmline coverage, information, problem-solving strategies, and referrals.
- Advocate within the legal system for survivors of abuse.
- Provide trauma-based counseling and advocacy.

AREA 2: Program Development

- Develop and implement strategies for reaching out to marginalized populations of survivors and their families, always considering their need for safety.
- Collaborate with all other program staff to enhance consistent service delivery to survivors.
- Develop and implement ongoing educational components for monthly programming.
- Develop and update ongoing methods of offering survivors a voice in current/future program development.
- Develop and maintain best practice approaches to service delivery.

AREA 3: Networking and Community Collaborations

- Network and develop effective relationships with other community service providers, both mainstream and grassroots orgs, on behalf of survivors.
- Work with other intimate partner violence and sexual assault organizations as a co-advocate with mainstream programs.
- Build relationships with other organizations focused on anti-oppression.
- Attend community-based collaborative committee meetings. Examples include but are not limited to: DV/SA Coalition, city and county commissions on violence, Coordinated Community Response (CCR) teams, Sexual Assault Response Teams (SART), and others as identified.
- Develop and implement collaborative strategies with other community service providers in providing survivor choice in the types of services that would significantly support and enhance their ability to have a life free of violence.
- Participate in community meetings, trainings, and committees to network for resources and better communication.
- Regularly update community resource information for staff and survivors.

AREA 4: Community Education

In collaboration with the Community Engagement Manager and the Executive Support and Compliance Lead:

- Assist with developing and implementing presentations for community groups.
- Assist with providing training and resources for organizations, including healthcare, faith, and workplace communities.
- Help spread awareness of People of Progression programs and services.
- Help recruit and supervise a small number of volunteers for monthly programming events and tabling.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Adhere to People of Progression mission and values as well as the values of the Advocacy & Support Services Program.
- Maintain strict confidentiality of survivors.
- Compile agency records and statistics for the assigned service area.
- Work with the team to expand volunteers as capacity builds.
- Participate in on-call duties and other duties as assigned.
- Attend all agency staff meetings and required in-services.
- Work cooperatively with other staff.
- Participate with other work at People of Progression that supports survivors of violence.

COMPETENCIES:

- Ability to work well with marginalized populations.
- Ability to work well with adults of all ages.
- Ability to handle crises appropriately and communicate effectively with others.
- Ability to be flexible in work settings and work as a team with other advocates.

- Proficient with word processing and spreadsheet applications, including Microsoft Office programs (Word, PowerPoint, and Excel).
- Ability to learn multiple intermediate-level computer applications.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

- At least two years of experience working within the Black community. Experience working with survivors of intimate partner and sexual violence (IPV/SA) preferred. There will be extensive IPV/SA training provided for this position.
- Work experience can be substituted with lived experience navigating systems with survivors or as a survivor of violence.
- Knowledge of agencies or collaborations within the community preferred.
- Experience in trauma-based advocacy.
- Knowledge of violence and how it impacts the Black community.
- Knowledge of intimate partner violence and sexual assault and how that trauma impacts the decisions of survivors.
- Prefer applicants to have a valid Wisconsin driver's license, access to a vehicle, and ability to travel throughout Southeast Wisconsin. Occasional statewide travel and possible national travel for training. All travel expenses will be paid for by People of Progression per state guidelines. Vehicle must be insured.
- Strong verbal, written, and listening skills.
- Excellent interpersonal skills.
- Experience working within communities predominantly Black, Indigenous, and People of Color (BIPOC) is highly desirable.
- Lived experience as a member of the Black community and/or as a survivor of violence is valued and encouraged.

Compensation:

People of Progression offers a starting salary range of \$50,750 to \$54,000 for this position and a competitive benefits package including more than four weeks of paid time off in the first year (eligible to receive 15 days paid time off (PTO) and 11 paid holidays), and a fringe benefit stipend for medical and dental coverage for staff members, life insurance, short-term disability, and generous work schedule flexibility.

Equal Opportunity Employer:

People of Progression is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage all applicants to apply regardless of their arrest or conviction (unless a violent crime), race, religion, sex, national origin, ethnicity, age, physical disabilities, political affiliation, sexual orientation, color, gender identity characteristics or expression, marital status, veteran status, or medical condition (e.g., AIDS, cancer). We strongly encourage Black community members to apply.