



TURNING POINTE

Survivor Advocacy Center

To create a world free of sexual and domestic violence.

POSITION DESCRIPTION

JOB TITLE: Advocate

REPORTS TO: Shelter Manager

HOURS: 24 hours a week

WORK SCHEDULE: 12 midnight- 8a -Days Vary-Includes Weekend Shifts

SUMMARY: As an Advocate for victims of domestic violence and sexual assault you will be expected to perform crisis intervention, advocacy-based counseling, provide residents and outside clients with referrals and information, assess victims' current situation and develop safety plans. You may also be responsible for providing quality and culturally appropriate advocacy, prevention efforts and outreach for children, youth, and their families both residing in the shelter as well as members from the community. You will perform general administrative duties, light cleaning and other duties as assigned.

DUTIES:

Administration:

The Advocate is responsible for but not limited to the following:

- Undergo a Washington State Background Check
- Remain knowledgeable of shelter and agency guidelines and procedures
- Maintain all current statistics, surveys and other mandatory documentation on clients
- Meet all DV/SA training requirements per fiscal year and calendar year
- Maintain current knowledge on community and outside county resources
- Provide and maintain appropriate documentation of client contact and shift activities
- Assist in shelter cleanliness and organization
- Complete other duties as assigned

Program:

The Advocate is responsible for but not limited to the following:

- Advocate for participants during case staffing
- Provide crisis, advocacy-based counseling and safety planning for participants
- Provide and enhance support group activities to meet the needs of clients
- Provide culturally appropriate advocacy with use of Turning Pointe interpreters
- Provide clients with education materials to promote public and professional awareness of domestic violence, sexual assault / abuse and stalking
- Maintain strict confidentiality and ensure clients sign ROI prior to discussing case

- Attend any necessary community meetings, workshops, and training to promote the visibility and accessibility of the position

Client Relations:

The Advocate is responsible for positive client relations, including but not limited to the following:

- Recommend policies and or procedures to increase client safety, shelter housing, client confidentiality and advocate services
- Advocate and coordinate with other DV, SA and DSHS organizations outside of Mason County to enhance client support and services
- Provide appropriate information and referral resources to other community agencies

Desirable Qualifications:

- Knowledge of advocacy-based counseling techniques
- Knowledge of the principals and best practices of sexual and domestic violence advocacy
- Knowledge of components and functions of Federal, State, County and local Law Enforcement and Criminal Justice systems
- Working knowledge of State and local social services
- Able to active listen to children, youth, and parent crime victims in crisis situations
- Skilled use of computer, Microsoft Word, Internet, and other software programs
- Excellent oral and written communication skills including writing reports and public relation pieces
- Excellent organizational skills including keeping and recording data, statistics and records
- Ability to establish and maintain effective working relationships, particularly with Criminal Justice, Prosecution and Law Enforcement agencies
- Ability to work independently and with a team with a minimum of supervision
- Ability to work with a diverse population using the Turning Pointe Mission Statement and philosophy
- Training or experience in support group facilitation

Training Requirements:

Domestic Violence Training-

- **20 Hour Core** All volunteer and paid staff must complete a minimum of twenty hours of live/in person Core Training before providing services to clients and/or their dependent children.
- **Ongoing Training-** Based on date of hire advocates and staff supervisors must obtain an annual minimum of twenty hours of continuing education training beginning in their second year with the domestic violence agency, and in every year thereafter.
 - A minimum of ten hours must be live training on topics specifically focused on serving victims of domestic violence and their children.
 - The remaining ten hours of training may be satisfied through self-study on topics specifically focused on serving victims of domestic violence and their children.

Sexual Assault Training-

- ***30- Hour Core** All volunteer and paid staff, if providing direct service to clients, must complete within three months of hire.

Part 1 is a 7-hour online tutorial that you must complete prior to attending.

Part 2 is a 23 hour (3 day) in person training held in either Eastern or Western Washington

- **Ongoing**

All qualified staff providing core services are required to receive 12 hours of WCSAP approved ongoing training. Ongoing training must be completed in the fiscal year after the staff, volunteer, or supervisor has completed their initial training requirement. Ongoing training is an annual requirement.

Employee Signature: _____ Date: _____