



Mission: *To offer resources for building health relationships and to work with community partners to provide services for healing the effects of interpersonal violence.*

Vision: *A community unified in peace and justice for the safety and well-being of every individual.*

TITLE: Program Advocate

GENERAL DESCRIPTION:

Join a passionate, dynamic team dedicated to eliminating all forms of power-based personal violence, promoting peace, justice, freedom, and dignity for all. The ideal candidate is a warm, self-starter deeply committed to providing services from a strengths-based, social justice and anti-oppression framework.

This position provides trauma informed care to Clients primarily at the Client Services Center (CSC) with occasional requests to provide coverage at the Emergency Shelter. Some on-call weekends and holidays will be required.

BEGINNING SALARY: \$19-\$25/hr DOE
(\$1/hr increase for completion of Crisis Intervention Training)

SUPERVISOR: Client Service Center Supervisor

STATUS: Non-Exempt, 32 hours per week

BENEFITS: Benefits include paid sick, holidays, vacation, additional flexible PTO, IRA with employer match & medical insurance (health, vision, dental)

QUALIFICATIONS:

- Have a reliable means of transportation, valid drivers license and insurance. Must be willing to provide transportation to clients in personal or agency vehicle.
- Must pass Live Scan.
- Must have a reliable means of mobile communication and cell service/landline at your home.
- Bachelor degree in social services field preferred or equivalent experience.
- Must have Crisis Intervention Training certification with emphasis on power-based personal violence, or be able to successfully complete state required training (this training can be provided).
- Fluency in speaking and writing English; bilingual encouraged to apply (differential provided).
- Have the ability to respond in-person to a crisis line call out within 30 minutes.

SKILLS AND KNOWLEDGE:

- Must abide by the Employee Manual and Community Beyond Violence (CBV) Policies and Procedures and adhere to CBV competency, ethical standards, values and mission.
- Open and willing to work through change in the workplace.
- Must embrace principals of trauma informed care and commit to on-going personal growth.
- Adhere to the philosophy that Clients are an expert in their own healing and all participation in services are voluntary.
- Participate in on-going training in power-based personal violence and related fields required.

Last revised March 2022

- Handle multiple tasks, manage time, evaluate progress and adjust activities to complete tasks within established time frames and produce high quality work.
- Communicate with the public and community agencies.
- Work both independently, as well as collaboratively with team members.
- Communicate sensitively and without judgment and to abide by agency confidentiality policy.
- Use good judgment to take responsibility for decisions made.
- Be flexible with work hours. Occasional weekends or holidays will be required to be on-call.
- Possess emotional maturity and stability, and role model non-violent behavior in resolving conflicts and exercise appropriate boundaries.
- Accept and work with people from diverse personal and cultural backgrounds.

DUTIES AND RESPONSIBILITIES:

A. Crisis Intervention

1. Provide phone and in-person counseling and safety planning services to victims/survivors of interpersonal violence.
2. Provide support services to clients, including assisting with temporary restraining orders, advocacy, and accompaniment to court, social services, law enforcement, SART exams, resource and referrals, transportation in personal vehicle, and “warm hand offs”.
3. Provide coverage for CBV's 24-hour Crisis Line including 24-hour response to emergency calls from law enforcement, hospital or for motels rooms.
4. Assist clients with Victim Witness, Victim Compensation, CalFresh, Calworks, Housing and other social service applications.
5. Provide encouragement and support to clients to identify their values, needs, goals, and action steps. Provide follow up with a client-identified action plan.
6. Assist with clothing, food, housing, income, childcare, and transportation needs; helping clients address barriers.
7. Record statistical data and services in the Apricot database in a timely manner.
8. Provide client assistance and tending to the CSC resource room on a rotating basis.
9. Provide advocacy response and counseling to Nevada County correctional facilities on a routine basis.

B. Community Education Responsibilities

1. Network with, attend collaboration meetings, and provide training for other local agencies, as requested.
2. Assist with awareness campaigns and provide presentations to community groups, if requested.
3. Participate in Crisis Intervention training.

C. Other Responsibilities

1. Attend weekly Staff/Advocate meetings.
2. Assist all Staff with answering telephone calls when the front desk is not staffed.
3. Other duties as assigned.

PERSONAL QUALIFICATIONS: Ability to follow oral and written directions. Must be flexible, creative and take initiative in handling emergencies. Compassion and understanding for people in crisis. Strong administrative, interpersonal and communications skills. Willingness to further education.

LANGUAGE SKILLS: Ability to write business correspondence, reports and applications. Ability to effectively present information and respond to questions from groups and individuals.

REASONING ABILITIES: Ability to problem solve with clients and co-workers towards accomplishing program goals, objectives, and funding requirements.

PHYSICAL REQUIREMENTS: This position requires the ability to operate office equipment. The employee is frequently stationary and moves through the work site intermittently. Must be able to move objects up to 25 lbs. Must be able to physically function in an office environment to perform requirements of position.

Reasonable accommodations can be made for qualified employees with disabilities.

Community Beyond Violence is an Equal Opportunity Employer.

All positions are grant funded and subject to possible funding/position loss.

Elements of this job description will be periodically evaluated and are subject to adjustment by CBV.