



Our Mission is to provide Options for *help, hope, and healing* to victims and survivors of violence and abuse.

Family Advocate

Position Summary Options' Advocates seek to examine the harmful impact of interpersonal violence and works in a survivor-driven manner to repair that harm, while also working within systems to hold perpetrators accountable for their actions. The role of the Family Advocate is to address the complex needs of children exposed to domestic or sexual violence. This position requires a deep understanding of trauma-informed care and child development, along with the ability to collaborate effectively with other professionals to create safe and supportive environments for children and their families. The Family Advocate contributes to the well-being of individual families, especially children, and advances Options' broader mission of creating a community where being cared for is a fundamental right for all.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Advocates must be able to respond calmly and appropriately in times of crisis and in the face of sometimes emotionally reactive clientele and must be able to function independently and demonstrate flexible thinking and personal integrity.

Funding Source SGF – 100%

1. Provide direct services to victims, indirect victims, and their families with a special focus on children and their non-abusing parent.
 - a. Provide all 12 Core Sexual Assault Services and all 13 Core Domestic Violence Services in accordance with the Advocate Manual and other agency protocols.
 - b. Perform victim screening/assessments and intakes for children and their adults, as assigned.
 - c. Assist victims of all ages to develop age-appropriate safety plans, both immediate and long term.
 - d. Provide information on victims' legal rights and protections, including helping victims complete and submit Victim Compensation applications.
 - e. Provide children and their adults with referrals for other community resources and assist them to apply.
 - f. Conduct comprehensive needs assessments to understand the specific needs and challenges of child/youth clients and their non-abusing parent/guardian.
 - g. Develop individualized, age-appropriate, resilience-building plans for children to help them cope with trauma.
 - h. Offer educational events for parents and caregivers on understanding the impact of domestic violence on children and strategies for supporting children's well-being, including Conscious Discipline®, the Strengthening Families™ approach, and other best practices.
2. Develop relationships with other support services organizations and staff throughout the service delivery area and regularly meet to discuss Options' programs and child and family needs in rural northwest Kansas.
3. Perform routine office and home care tasks to maintain a healthy and safe working environment for colleagues, clients, and self.
4. Record and enter accurate service data following procedures as outlined in the Advocate Manual.
5. Make independent decisions when circumstances warrant such actions.
6. Complete professional development plans with minimum of 16 hours training each year.
7. Provide program deliverables as outlined in grant project narratives, updated yearly.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Supervisory Responsibility

This position has no supervisory responsibilities.

Classification: hourly; non-exempt

Department:

Community Services

Reports to:

Community Services Coordinator

Work Environment

This job operates primarily out of a residential living facility but will frequently perform work at Options' offices. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, telehealth software, chat software, and fax machines. Work may also be performed at alternate locations including partner offices, law enforcement centers, medical facilities, and courts.

Physical & Emotional Demands

While performing the duties of this job, employees are regularly required to talk or hear. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. Employees may be required to lift up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, advocates will find themselves in high stress and emotionally charged situations. Advocates will be able to identify their own emotions, triggers, and coping strategies (from their own emotional volume plans) while assisting survivors in crisis. Options staff develop annual professional wellness plans to help reduce the impact of vicarious trauma and compassion fatigue.

Organizational Values

Options' services are Free, Confidential, & Voluntary. Options focuses on providing care that is survivor-centered, trauma-responsive, culturally relevant, compassionate, and available to all. Options collaborates with employees to examine problems, develop solutions, and make decisions together, striving for the betterment of the organization and to build resilience with survivors, their families, and inside our own communities. Staff are expected to demonstrate respect for all people and support efforts of inclusion in matters of cultural and religious identity, sexual orientation, gender identity, dis/ability, race or ethnic origin, and age.

Travel

Travel is primarily local (within the 18-county service area) during the business day, although some out of the area and overnight travel will be expected.

Education and Experience

Preferred: Bachelor's degree in social/human/victim services field with a minimum of three years' relevant experience

Minimum: Associate degree in social/human/victim services field with a minimum of one years' relevant experience OR High School diploma or equivalent and several years' relevant experience.

Additional Eligibility Requirements

- Must have valid Kansas Driver's License with clean driving record, reliable transportation w/ valid vehicle insurance, and ability to transport victims in personal vehicle, as needed.
- Must be able to type conversationally at minimum speed of 40 wpm.
- Must consent to background check and fingerprinting for the purposes of screening for sexually or physically violent criminal offenses.
- Must be eligible to work in the United States.

Position Hours

This is a full-time position and regular hours are Monday through Friday, 9:00 a.m. to 6:00 p.m.; however, this position may sometimes require longer hours and weekend coverage.

Options offers: Competitive wage, mileage reimbursement for required travel, fully paid health & dental insurance, Employee Wellness Program, paid professional development, paid holidays, and generous paid vacation and sick time.

Employee _____ Date_____

Employee signature constitutes understanding of the requirements, essential functions, and duties of the position.