



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

Community Advocates

Position Summary

Options is seeking to fill two Community Advocate positions to support victims and survivors in their recovery from trauma and work closely with clients to create their own plans for independence. Community Advocates carry out the goals of the Victim Services Outreach Project and works mostly with the rural community across Options' 18-county service delivery area (SDA). Advocates seek to examine the harmful impact of interpersonal violence and work in a survivor-driven manner to repair that harm, while also working within social systems to hold perpetrators accountable for their actions.

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 with emotionally elevated clientele, must demonstrate flexible thinking and personal integrity, and must be able to function independently. Options provides specific grant program deliverables as outlined in grant project narratives and allowed by each grant, updated yearly.

1. Provide direct services to victims, indirect victims, and their families.
 - a. Perform victim screening/assessments and intakes, as assigned.
 - b. Provide all 13 Core Domestic Violence Services all 12 Core Sexual Assault Services in accordance with the Advocate Manual and other agency protocols.
 - c. Assist victims to develop 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.
2. Provide support, assistance, and referrals to victims and survivors to address employment, housing, and other related issues such as childcare, transportation, mental and physical health, drug/alcohol counseling, financial assistance, etc.
3. Perform routine office care tasks to maintain a healthy and safe working environment for colleagues and self
4. Record and enter accurate service data following procedures as outlined in the Advocate Manual.
5. Complete professional development plans (minimum of 16 hours of training each year).
6. Facilitate public awareness activities and presentations in schools, community centers, or other public forums that are designed to identify crime victims and provide or refer them to needed services.
7. Facilitate professional training for those working with crime victims including law enforcement and other service personnel.

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 prior notice.

Supervisory Responsibility

Community advocates have no supervisory responsibilities.

Work Environment

This job operates primarily in an office environment. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, telehealth software, chat software, and fax machines. Work may also occur at alternate Options locations (Safe Shelter & Hays Office), partner offices, law enforcement centers, medical facilities, and courts.

Physical & Emotional Demands

Department: Community Services
Reports to: Community Services Coordinator

Classification: hourly; non-exempt

While performing the duties of this job, employees are regularly required to sit, talk, or hear. The employee is occasionally required to 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 and manage 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 can 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

Community-based advocates are generally scheduled to work during regular business hours (8am-5pm, Monday-Friday). Full-time employees work 40 hours and part-time employees work 20 hours each week. Part-time schedules are created in collaboration with community partners and the advocate. As Options provides 24-hour services, community-based advocates are occasionally asked to provide coverage for other positions due to illness, holiday, and other events or schedules.

Options compensation includes the following:

Competitive wage, generous mileage reimbursement for required travel, access to the Employee Wellness Program, and paid professional development for all positions (full and part-time). For full-time positions, Options also provides fully paid health & dental insurance, 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