



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

## Rural Advocate (Colby)

### Position Summary

The Rural Advocate, based in Colby, supports victims and survivors in their recovery from trauma and works closely with clients to create their own plans for independence. The Rural Advocate helps support the Campus Awareness, Prevention, and Services Project and the Mobile Advocate Initiative in the western nine counties of Options' service delivery area (SDA), traveling regularly to satellite locations. Options' 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 help 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 and in the face of emotionally elevated clientele, must demonstrate flexible thinking and personal integrity, and must be able to function independently. Options' employees provide specific grant program deliverables as outlined in grant project narratives and allowed by each grant. *60% SASP - Funds will provide support for the following:*

1. Travel to eight counties in the western half of Options' SDA that do not have brick and mortar facilities and provide direct services to Sexual Assault victims, indirect victims, and their families.
  - a. Provide all 12 Core Sexual Assault Services in accordance with the Advocate Manual and other agency protocols, sometimes at various locations besides Options' offices.
  - b. Assist victims to develop safety plans, both immediate and long term.
  - c. Provide information on victims' legal rights and protections, including helping victims complete and submit Victim Compensation applications.
  - d. Provide victims with referrals for other services and assist victims in applying for community resources such as housing, drug/alcohol counseling, mental health services, financial assistance, etc.
  - e. Develop, launch, and continue online sexual assault support group for Options' service area.
2. Provide support and assistance to victims and survivors to address employment, housing, and other related issues such as childcare, transportation, and physical & mental healthcare.
3. Perform routine office care tasks to maintain a healthy and safe working environment for colleagues and oneself.
4. Record & 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).

*40% VAWA – Funds will support all the above, as well as the following*

1. Travel to eight counties in the western half of Options' SDA that do not have brick and mortar facilities and provide face-to-face direct services to domestic & dating violence & stalking victims, indirect victims, and their families.
  - a. Provide all 13 Core Domestic Violence Services in accordance with the Advocate Manual and other agency protocols, sometimes at various partner locations.
2. Build relationships & communicate with Title IX Coordinators or other personnel on behalf of victims, if requested.
3. Participate in student-led groups and programs, as requested.
4. Deliver awareness events and prevention education for specific populations.
5. Support community networks such as local Sexual Assault Response Teams.
6. Assist with training to professional networks such as law enforcement, medical personnel, and others who have particularly close relationships with potential victims.

### Other Duties

This document 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.

Department: Community Services

Classification: hourly; non-exempt

Reports to: Rural Services Coordinator

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

This job operates primarily in an office environment in Colby, Kansas. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, telehealth software, chat software, and fax machines. Work may also be performed at alternate locations including the Options’ safe shelter (a residential living facility), partner offices, law enforcement centers, medical facilities, and courts. This position requires travel by personal vehicle across an 18-county area in northwest Kansas.

**Physical & Emotional Demands**

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). 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 year’s relevant experience

OR High School diploma/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 for the purposes of screening for sexually or physically violent offenses.
- Must be eligible to work in the United States.

**Position Hours**

This role is full-time (35 hours per week), 9:00 am to 5:00 pm, with occasional evening and weekend work required.

**Compensation** We offer a competitive salary, 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. Options is an equal opportunity employer. Candidates with lived experience are encouraged to apply.

Employee \_\_\_\_\_ Date \_\_\_\_\_

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