



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

Community Advocate 1

Position Summary Community Advocate 1 supports victims and survivors in their recovery from trauma and works closely with clients to create their own plans for independence. Community Advocate 1 carries out the goals of the Victim Services Outreach Project and works mostly with the rural community out of the Colby office. 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 sometimes 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 and allowed by each grant.

50% FVPSA – Funds from FVPSA provide support for the following:

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 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 Crime Victims' Compensation applications.
2. Provide support, assistance, and referrals for 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. Develop & facilitate presentations to increase awareness about domestic & dating violence to adults & children.
6. Complete professional development plans (minimum of 16 hours of training each year).

50% SGF – Funds from SGF provide support for all the above as well as the following:

1. Provide all 12 Core Sexual Assault Services in accordance with the Advocate Manual and other agency protocols.
2. Facilitate public awareness activities, presentations, and trainings in schools, community centers, or other forums that are designed to identify crime victims and provide or refer them to needed services.

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

This position has 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 be performed at alternate Options locations (Safe Shelter or Hays office), partner offices, law enforcement centers, medical facilities, and courts.

Department: Community Services
Reports to: Rural Services Coordinator

Classification: hourly; non-exempt

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), especially 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 year's 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 vehicle with valid 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 (35 hours per week), and regular hours are Monday through Friday, 9:00 a.m. to 5 p.m.; however, this position may occasionally require evening hours or 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