



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

Community Advocate 3

Position Summary

Community Advocate 3 supports victims and survivors in their recovery from trauma and works closely with clients to create their own plans for independence. Community Advocate 3 carries out the goals of the Victim Services Outreach Project and Mobile Advocacy Initiative, working mostly with the rural community. This position is based out of the Hays office and travels regularly to eight other counties. 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 and with 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.

50% SGF – Funds from SGF 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 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.

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

1. Travel to eight counties in the eastern half of Options' service delivery area (SDA) that do not have brick and mortar facilities and provide direct services.
2. Facilitate public awareness, training, and educational opportunities for the eastern half of Options' SDA.
3. Provide support for the agency's written communication, specifically limited per the KS Attorney General's guidelines.
4. Develop and maintain relationships with community partners in rural areas.

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.

Department:

Community Services

Classification: hourly; non-exempt

Reports to:

Community Engagement and Sexual Violence Response Coordinator

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 locations including the Options' safe shelter (a residential living facility), partner offices, law enforcement centers, medical facilities, and courts.

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. This position is required to drive for up to four hours on up to two days weekly. 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 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 vehicle w/ 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 and regular hours are Monday through Friday, 9:00 a.m. to 5 p.m.; however, this position may occasionally require longer hours and weekend coverage.

Options offers:

Competitive wage, mileage reimbursement for required travel, fully paid health & dental insurance, Employee Assistance 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