Options DOMESTIC & SEXUAL VIOLENCE SERVICES

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

High-Risk Advocate

Position Summary

The High-Risk Advocate (HRA) is a community-based advocate who provides direct services to the most dangerous and high-risk cases, helps coordinate High-Risk Teams (HRTs), and expands high-risk interventions across rural counties. The HRA carries out the survivor-driven goals of the Victim Services Outreach Project, traveling throughout the 18-county service area to deliver services and assist with team coordination. The HRA may work primarily out of either office (Hays or Colby) and reports to the Director of Rural Services & High-Risk Response, who is based in Colby. This position is particularly focused on the work necessary to repair harm caused by interpersonal violence through developing partnerships with stakeholders in the surrounding area and helping survivors navigate the justice system.

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 and must be able to function independently and demonstrate flexible thinking and personal integrity.
Funding Source – SGF – 100%

1. Provides direct services in accordance with Options' Advocate Manual and agency protocols for crisis intervention, safety planning, danger assessments, emotional support, and information and referrals for victims of domestic and dating violence, stalking, and sexual violence.
    a. Provides legal advocacy, including protection order assistance, court accompaniment, working with law enforcement and prosecutors, and providing information on crime victims' legal rights and protections, such as with Crime Victim Compensation applications.
    b. Provides medical advocacy, including domestic violence and sexual assault forensic exams, in coordination with local SANE/SART & other medical providers.
2. Attends and participates in High-Risk Team meetings throughout Options' 18-county service delivery area.
    a. Assists with HRT support like recruiting, training, scheduling, and team evaluations as outlined in the procedure manual.
    b. Tracks High-Risk Cases and outcomes following the HRT Protocols, including case reviews and urgent consultations.
    c. Maintains partner communication protocols throughout case management with survivor consent, per partner agreements.
3. Provides primary responses for high-risk domestic violence cases following the Lethality Assessment Protocol (LAP), Danger Assessment (DA), and assesses referrals from partner agencies, as directed.
4. Assists with internal staff training regarding lethality screening and safety planning in domestic violence situations.
5. Provide program deliverables as outlined in project narratives or agency goals.
6. Perform routine office care tasks to maintain a healthy and safe working environment for colleagues and self.
7. Record and enter accurate service data following procedures as outlined in the Advocate Manual.
8. Actively participate in supervision with the Director of Rural Services & High-Risk Response, weekly.
9. Complete professional development plans (minimum of 16 hours of training completed each year).

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 direct supervision responsibilities.

Classification:	hourly, nonexempt	Department:	Community Services
Reports to:	Director of Rural Services & High-Risk Response		

Work Environment
This job operates primarily in an office environment. 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, 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. 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 and with their colleagues. 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 transportation with 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 (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 longer hours for events, meetings, and travel.

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

Employee _____ Date_____