

JOB DESCRIPTION

Job Title: Criminal Justice Advocate

Based Out Of: Harvey County

Reports To: Police Response Advocate Coordinator

Directed by: Program Director

Position Summary: To assist survivors of domestic and sexual violence, their families and friends through supportive services and advocacy within systems while developing relationships with systems partners to ensure collaborative services in Harvey County.

RESPONSIBILITIES INLCUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Responsible providing supportive and advocacy services to program participants including but not limited to shelter assessments for adults and their children, program assessments, supportive services, referrals, emergency assistance, etc.
2. Responsible for creating a culture of empowerment and trauma-informed service delivery.
3. Responsible for answering crisis line and completing required documentation.
4. Responsible for advocating on behalf of survivors within systems.
5. Responsible to respond for Police Response Advocacy.
6. Responsible to assist in creating a positive cultural environment of personal leadership, communications and teamwork within outreach program and throughout the agency.
7. Responsible to maintain a working knowledge of resources and services available in the communities served to assist survivors.
8. Responsible to network with medical professionals, court officers, school personnel, law enforcement, clergy and other professionals to encourage referrals.
9. Responsible for publicizing available services, educate referral sources and increase service utilization within communities served.
10. Responsible for documenting all information and submitting reports as required.
11. Responsible to attend and participate in assigned agency meetings.
12. Responsible for other duties as designated by the Program Director.

QUALIFICATIONS, SKILLS and ABILITIES:

- Higher education preferred. High school degree or GED equivalent required.
- Experience in domestic violence or sexual assault field, volunteer experience, or related experience is suggested.
- Express commitment to the mission of Safehope.
- Clear understanding of confidentiality.
- Ability to work independently and as a team.
- Knowledge and understanding of domestic violence, sexual assault and child abuse issues and trends.
- Knowledge of service area resources preferred.
- Knowledge of computer/internet programs to include Word, Excel, Outlook and Google Apps.
- Experience working with diverse people and groups.

- Experience maintaining personal/professional boundaries and managing stress constructively.
- Demonstrate flexibility while keeping attention to detail.
- Excellent oral, written, and interpersonal communication skills.
- Strong organizational, analytical, and problem-solving skills; ability to handle multiple priorities.
- Demonstrate ability to manage and resolve conflict.
- Excellent initiative, integrity and strong sense of professionalism.
- Must reside in Harvey County.
- Possess valid Kansas driver's license, clean driving record, access to reliable transportation, & proof of current liability insurance.

PHYSICAL DEMANDS:

- Convey detailed and/or important instructions or ideas accurately, audibly, and quickly.
- Hear average or normal conversations and receive ordinary information.
- Manual dexterity and able to use wrists, hands and/or fingers in repetitive motion.
- Prepare and/or inspect documents and communications on computer or on paper.
- Sitting for extended periods of time.
- Bending, lifting, and carrying up to 40 pounds (donations/commodities).

WORK SCHEDULE

Full-time/Non-exempt

MILEAGE AND EXPENSES:

Mileage and expenses shall be reimbursed as per Policy and Procedure manual.

BENEFITS

This position is eligible for benefits as outlined in the employee manual.

This position is grant funded.