

JOB DESCRIPTION

Job Title: Floater Advocate

Based Out Of: Harvey County

Reports To: Program Director

Directed by: Executive Director

Position Summary: Provides interim coverage for vacant roles across the Agency to ensure continual and consistent support to the survivors of domestic and sexual violence to include their families and friends through supportive services and advocacy while developing relationships with community partners to ensure collaborative services in the tri-county area.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Based on the staff vacancy needs and on an interim basis will provide 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 by providing training opportunities across the agency.
3. Responsible for answering crisis line and completing required documentation.
4. Responsible for advocating on behalf of survivors within systems.
5. Responsible for Police Response Advocacy per predetermined calendar:
 - a. Respond immediately to crime scenes when called.
 - b. Provide on-site crisis intervention and safety planning services to victims
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 required.
- 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.
- Prefer role 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).
- Ability to drive to the outreach offices.

WORK SCHEDULE

Full-time/Non-exempt work schedule Monday – Friday 8:00 AM – 5:00 PM with some evening phone support.

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.

8/1/2022