



## JOB DESCRIPTION

<b>Job title</b>	<b>Outreach Advocate, McPherson</b>
<b>Reports to</b>	<b>Outreach Coordinator</b>

### **Job purpose**

To assist survivors of sexual and domestic violence, and their families, through supportive services and advocacy while developing relationships with community partners to ensure collaborative services.

### **Duties and responsibilities**

1. Provides support and advocacy services to program participants including but not limited to shelter assessments for adults and their children, program assessments, supportive services, referrals, and emergency assistance.
2. Answers crisis line. Documents all information in regard to crisis calls and residential services (if applicable) as required by policy and procedure.
3. Answers office work phones, work cell phone and responds to emails in a timely manner.
4. Maintains a working knowledge of resources and services available in the communities served to assist survivors; understand the court systems and PFA/PFS filings.
5. Networks with medical professionals, court officers, school personnel, law enforcement, clergy and other professionals to encourage referrals and be knowledgeable of community resources.
6. Publicizes available services, educates referral sources and increases service utilization within communities served.
7. Attends and participates in assigned agency and other meetings as requested.
8. Input and update case notes and data records on all active participants; maintain accurate activity records for timekeeping.
9. Responsible for other duties as designated.

### **Qualifications**

1. High School degree or GED equivalent required. Higher education preferred
2. One (1) to two (2) years' relevant experience including knowledge and understanding of domestic violence, sexual assault and child abuse issues and trends. Knowledge of service area resources preferred.
3. Strong organizational skills and orientation to detail
4. Strong interpersonal and communication skills, written and oral; demonstrated ability to establish and maintain effective work relationships with victims, employees, volunteers and collaborative partners.
5. Excellent computer and related skills to include use of internet search engines, access to government portals and websites, Microsoft Outlook suite of applications and databases; social media experience.

6. Experience maintaining personal/professional boundaries and managing stress constructively with demonstrated ability to manage and resolve conflict.

### **Working conditions**

Work environment is of a secure, quiet and confidential nature which may be disrupted from time to time due to assisting victims with sensitive and personal concerns.

### **Physical requirements**

1. Preferably reside in McPherson County
2. Possess valid Kansas driver's license, good driving record and proof of insurance
3. Physical attributes necessary to operate and function in an office environment to include interpersonal interactions, communications, preparation and handling of documents and sitting for extended periods of time
4. Walking up or down stairs, bending, lifting and carrying up to forty (40) pounds of weight (donations/commodities)

### **Status**

1. Full-time, non-exempt
2. Eligible for benefits as outlined in Employee Handbook

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**THIS POSITION IS GRANT FUNDED**

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