

## **Job Description: COMMUNITY ADVOCATE**

**Job Title: COMMUNITY ADVOCATE**

**Direct Supervisor: PROGRAM MANAGER AND ADVOCATE MANAGER**

**Classification: NONEXEMPT**

The *Community Advocate* is responsible for DV / SA direct client services and office support in alignment with the agency's policies and procedures, and in compliance with the laws and regulations of the State of Washington.

### **Full Range of Responsibilities**

#### **Scheduling and Communications:**

- Answer telephone & take messages
- On-call rotation for 24-hour crisis line
- Schedule volunteers for office hours and events (assist Volunteer Coordinator)
- Provide community outreach & education, in collaboration with the ED

#### **Client Services:**

- Provide crisis intervention.
  - Assist survivors with agency information and referrals.
  - Provide medical advocacy.
  - Assist with legal advocacy (work w/ Lead Legal Advocate).
- Individual & group general advocacy-based counseling.
- Provide system coordination.
- Provide prevention and education as assigned by supervisor.

#### **Files and Recordkeeping:**

- Create / maintain client files, as appropriate.
- Collect statistics for monthly reports.
- Complete mandatory Infonet reporting.

### **Qualifications**

- Preferred BA or BS or equivalent experience and training.
- A personal commitment to serving the needs of survivors of domestic violence & sexual abuse.
- Completion of WA State and agency trainings in providing services to survivors.
- Flexibility with respect to changes in job duties & the responsibilities of the position, including availability to work some weekends and evenings.

**Job Description: COMMUNITY ADVOCATE**

- **Completion of the following trainings:**
  - 42 hours of initial **WA State** /domestic violence & sexual assault training
  - *Annual completion* of 12 hours sexual assault training
  - *Annual completion* of 30 hours domestic violence training

**I have read and fully understand the responsibilities of this position.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advocate Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

---

*It is the policy of SAFE San Juans to assure that no individual be excluded from employment opportunities on the basis of race, color, national origin, ethnicity, gender, sexual orientation, age, religion, social/economic status, marital status, pregnancy, veteran status, disability, or any basis prohibited by federal, state or local law*

---