

# CVOEO Position Description

<b>Program</b>	Voices Against Violence
<b>Title</b>	Advocate
<b>Reports to</b>	Voices Director
<b>Supervises</b>	None

## Job Summary

This position is responsible for providing direct support and advocacy services to survivors, coordinating services with other systems and community outreach. The position also assists with shelter functions – support/advocacy and management. This is a 40 hours a week position.

## Summary of Essential Job Functions

- Maintain confidentiality in all survivor matters, direct interaction, written information, case discussion, etc.
- Provide comprehensive services to victims via hotline, in person, shelter, etc. particularly those in rural areas.
- Provide support and advocacy within the legal arena and will participate in the single day docket program.
- Will maintain presence in shelter and assist Shelter Advocacy Coordinator as needed.
- Provide trauma informed services to all victims.
- Attend and participate in staff meetings and outside organizational meetings as directed such as Task Force, Case Review, Protocol, etc.
- Interact and network in an appropriate manner with other agencies, institutions and outside individuals to coordinate services for domestic violence and sexual assault victims.
- Participate and coordinate trainings with other professionals such as law enforcement and judicial system.
- Contribute to the smooth management of the shelter and organization which may include assuming other duties as assigned

## Minimum Requirements

- A Bachelor's Degree in a Human Service field, (Social Work, Counseling...) or a combination of education and experience from which comparable knowledge and skills have been acquired.
- A highly motivated and responsible individual with the ability to relate to a wide variety of people in a non-judgmental, positive and competent manner.
- Must demonstrate good organizational and crisis intervention skills.
- Excellent verbal and written communication skills required; bilingual abilities a plus.
- Must be willing to work within the philosophy of the program and agency.
- Will demonstrate an understanding of and commitment to the Mission and Guiding Principles of Voices Against Violence; a feminist, empowerment, and survivor defined model; team-based approach;
- Confidentiality for program guests;
- Provide and receive appropriate feedback, address and manage conflict and maintain professionalism;

- Treat others with dignity and respect regardless of differences based on race, ethnicity, sexual orientation, gender, religion, culture, class or age.
- Proficient in use of Microsoft Office and computer applications (database, e-mail, Internet...).
- Valid driver’s license, clean driving record, access to private transportation, and willingness and ability to travel.
- Willingness to work occasional evenings and weekends at events or meetings required.
- Ability to uphold safety standards

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

<b>HR use only</b>			
<b>Union Status</b>	Non-Union	<b>Pay Range</b>	
<b>FLSA Status</b>	Non-Exempt	<b>Last Revised</b>	December 2018

**Physical Demands: Advocate**

The physical demands described here are representative of those that an individual must meet in order to successfully perform the essential functions of this job. C.V.O.E.O. will make reasonable accommodations to enable individuals with disabilities to perform these functions.

In an 8 hour workday, this job requires:

N = Never (0 hours per day)

R = Rarely (less than 1/2 hours per day)

O = Occasionally (1/2 to 2.5 hours per day)

F = Frequently (2.5 to 5.5 hours per day)

C = Continually (5.5 to 8 hours per day)

**Lifting/Carrying (Amount of force exerted to lift and/or carry)**

1 – 10 lbs. (circle one):	N	R	<input checked="" type="radio"/>	F	C
11 – 20 lbs. (circle one):	N	R	<input type="radio"/>	F	C
21 – 35 lbs. (circle one):	N	<input checked="" type="radio"/>	O	F	C
36 – 50 lbs. (circle one):	N	<input checked="" type="radio"/>	O	F	C
51 – 75 lbs. (circle one):	<input checked="" type="radio"/>	R	O	F	C
76 – 100 lbs. (circle one):	<input checked="" type="radio"/>	R	O	F	C

**Pushing/Pulling (Amount of force exerted to push and/or pull)**

1 – 10 lbs. (circle one):	N	R	<input type="radio"/>	F	C
11 – 20 lbs. (circle one):	N	R	<input type="radio"/>	F	C
21 – 35 lbs. (circle one):	N	<input checked="" type="radio"/>	O	F	C
36 – 50 lbs. (circle one):	N	<input checked="" type="radio"/>	O	F	C
51 – 75 lbs. (circle one):	<input checked="" type="radio"/>	R	O	F	C
76 – 100 lbs. (circle one):	<input checked="" type="radio"/>	R	O	F	C

**Postures/Movements**

Sitting (circle one):	N	R	O	<input checked="" type="radio"/>	C
Standing (circle one):	N	R	O	<input checked="" type="radio"/>	C
Walking (circle one):	N	R	O	<input checked="" type="radio"/>	C
Stooping, kneeling, crouching (circle one):	N	R	<input checked="" type="radio"/>	F	C
Reaching and/or grasping (circle one):	N	R	<input type="radio"/>	F	C
Hand/finger dexterity (circle one):	N	R	O	<input checked="" type="radio"/>	C
Climbing and/or balancing (circle one):	N	R	<input type="radio"/>	F	C
Carrying, pushing and/or pulling (circle one):	N	R	<input type="radio"/>	F	C

**Cognitive/Sensitive**

Talking (circle one):	N	R	O	F	<input checked="" type="radio"/>
Hearing (circle one):	N	R	O	F	<input checked="" type="radio"/>
Sight (acuity) (circle one):	N	R	O	F	<input checked="" type="radio"/>
Touch (circle one):	N	R	O	F	<input checked="" type="radio"/>
Smelling/tasting (circle one):	N	R	<input type="radio"/>	F	C

**Occupational Aspects/ Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. C.V.O.E.O. will make reasonable accommodations to enable individuals with disabilities to perform these functions.

Working Inside (circle one):	N	R	<input checked="" type="radio"/>	F	C
Working Outside (circle one):	N	R	<input type="radio"/>	F	C
Changing Temperatures (circle one):	N	<input checked="" type="radio"/>	O	F	C
Wet/Humid Conditions (circle one):	N	<input checked="" type="radio"/>	O	F	C
Confined Spaces (circle one):	N	R	<input type="radio"/>	F	C
Use of computer (circle one):	N	R	O	F	<input checked="" type="radio"/>
Weekend/evening (circle one):	N	R	<input type="radio"/>	F	C
Areas of dust, odors, mold (circle one):	N	<input checked="" type="radio"/>	O	F	C
Mechanical, electrical hazards (circle one):	N	<input checked="" type="radio"/>	O	F	C
A flexible work schedule (circle one):	N	R	O	<input checked="" type="radio"/>	C
Fast paced and deadline oriented (circle one):	N	R	O	<input checked="" type="radio"/>	C
Warehouse environment, may be noisy (circle one):	<input checked="" type="radio"/>	R	O	F	C
Collaborating and working with others (circle one):	N	R	O	F	<input checked="" type="radio"/>
Travel time, with occasional overnight stays (circle one):	N	R	<input type="radio"/>	F	C
Work independently and with minimal supervision (circle one):	N	R	O	F	<input checked="" type="radio"/>

**Other Aspects**

Infectious Agents (circle one):	N	<input checked="" type="radio"/>	O	F	C
Chemicals (circle one):	N	<input checked="" type="radio"/>	O	F	C

**Employees must support C.V.O.E.O.’s mission consistently while performing their duties and while assisting C.V.O.E.O. in achieving the strategies and outcomes of our strategic plan. They must fulfill their individual responsibility to communicate suggestions, ideas, improvements and other constructive feedback to management. Additionally, every employee is responsible for following the guidelines set forth in the Employee Handbook,**

*The above is intended to describe the general content of, and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements.*

*This job description reflects C.V.O.E.O.’s best effort to describe the essential functions and qualifications of the position described. This is not intended to be a contract for employment and either you or the employer may terminate employment at any time, for any reason. Your signature indicates that you have read this job description and understand the essential functions and essential qualifications of the position. You will be evaluated, in part, based upon your performance of the tasks listed in this job description.*

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_