

<b>Position Title:</b>	Support Group Advocate
<b>Job Classification:</b>	Non-Exempt; Full-Time
<b>Work Schedule:</b>	Determined by organization needs, which include night, weekend, and holiday work hours.
<b>Reporting Structure:</b>	Director of Advocacy Services

### **Primary Accountability:**

Under the direction of the Director of Advocacy Services, the Support Group Advocate position will provide survivor-centered services that respond to the immediate emotional and physical needs of victims of sexual trauma and abuse and assist victims with managing practical problems created by the victimization. In addition, the position is responsible for the coordination and facilitation of the agency's support group program. The position will oversee other work assignments as the Director of Advocacy Services determines.

### **Major Duties:**

#### **DIRECT SERVICE**

- Provide services to residents of Douglas, Jefferson and Franklin Counties which include responding to the immediate emotional and physical needs of victims and restoring the victim's sense of security.  
Examples: Crisis intervention; accompaniment to hospitals for medical examinations; hotline and in-person supportive counseling; safety planning; practical problem-solving; assisting in filing protection orders; provide court advocacy; law enforcement interview accompaniment; providing information and referrals; assistance with emergency shelter; etc.
- Responsible for understanding and demonstrating a trauma-informed and survivor-centered view of victims and understanding that their process of healing and facilitating communication with and among service providers and systems can be corrective and restorative.  
Examples: Support victim and navigate service providers, creditors, or employers; assisting in filing for compensation benefits; and helping to apply for assistance; etc.
- Participate in the after-hours on-call rotation for crisis calls. 1-2 weeks a month the Court Services Advocate will be on-call to act as staff backup and be available for crisis calls as well as respond within 30-minutes to Lawrence Memorial Hospital for medical examination accompaniment if necessary.

#### **SUPPORT GROUP SERVICES**

- Work with the staff to maintain and develop diverse and survivor-centered support group programs to Douglas, Jefferson and Franklin counties.  
Examples: Research and plan curriculum, advertise and recruit participants, work with community partners and referral sources to accommodate multiple needs in the communities the agency serves.
- Responsible for implementation and facilitation of both closed and open support groups to primary and secondary survivors of sexual violence.



## Support Group Advocate Job Description

- Examples: Conduct screenings for potential group participants, administer evaluations, assess supplementary needs of clients, and make referrals as necessary.

### Additional Duties

- Participate in full advocate team meetings including volunteer advocate meetings.
- Compile data and complete reports required by funding sources which includes statistical and narrative reports to Office of the Governor.
- Attend relevant trainings on sexual violence related topics.
- Attend staff meetings and collaborate with staff and leadership on day-to-day office activities and initiatives.
- Performs other tasks as needed.

### Required Qualifications:

- Relevant and significant work and volunteer experience AND/OR bachelor or master's degree, preferably in the areas of social welfare, women's studies, psychology, child development or related field.
- Experience working with diverse populations.
- Ability to communicate effectively with various ages and populations (i.e., community members, volunteers, students).
- Experience in crisis response and case management required.
- Experience and/or knowledge of sexual violence issues and/or support group facilitation preferred.
- Spanish language fluency preferred.
- Must have vehicle, valid driver's license, and insurance coverage.

### Skills, Knowledge, and Abilities:

- Ability to adjust to changing environments and ability to be flexible in working within those systems related to sexual violence.
- Ability to work independently while maintaining accountability for all work assigned, being prompt with all appointments and meeting all deadlines in a timely manner.

### Physical Demands:

- Ability to lift up to twenty-five (25) pounds.
- Ability to travel as directed by position requirements.

### Work Environment:

- Professional and deadline-oriented environment.
- Interaction with staff, victims, and other service providers.

### Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

- Full-time (minimum of 40 hours/week)
- \$36,608/yearly
- Benefits include health insurance, dental and life insurance, paid time off and sick leave.