DIRECT SERVICE PROVIDER
ADVOCATE

POSITION: Direct Service Provider - Advocate

SUPERVISOR: Program Director and/or Program Coordinator II

PURPOSE OF POSITION: Responsible for providing client and/or community-based services.

QUALIFICATIONS:

1. A high school diploma required. An associate degree preferred, preferably in sociology or psychology preferred.
2. A strong background in criminal and civil justice arena and at least one year of experience in a related field.
3. A working knowledge of current issues regarding domestic violence, human trafficking, child abuse, sexual assault, family dynamics, and/or emergency assistance services.
4. Field specific education and experience as a direct social service provider preferred.
5. Ability to work respectfully with adults and youth from various socio-economic backgrounds.
6. Good oral and written communication skills.
7. Excellent attention to detail and ability to work independently.
8. Knowledge of computer programs including proficiency with Outlook, Word, and Excel.
9. Domestic Violence Victim Advocate and Sexual Assault Victim Advocate Certification must be obtained within 6 months of hire. Agency training provided.
10. Possess or obtain within 30 days of hire a valid California driver's license and current vehicle insurance.
11. Ability to obtain California Criminal and Child Abuse Index clearance.
12. Work as a team player for whom the ownership of ideas is less important than the result of the collaborative effort. As such, the individual will be a team player who can take both leader and follower roles as the situation requires.

DUTIES:

1. Responsible for providing specific services to assigned clients.
2. Maintain timely, accurate data recording to document client services.
3. Assist with the development of client and/or community program plans.
4. Attend workshops, meetings and trainings as determined.
5. Maintain up-to-date case records.
6. May be called out to assist a client, day or night, outside of the 8-5 workday.
7. Establish and maintain cooperative relations with other service providers and local agencies.
8. Adhere to the HRN Employee Handbook.
9. Complete mandated ongoing in-service training to maintain certifications.

10. Operate the 24-hour Crisis Line during periods of insufficient volunteer staffing, as assigned.
11. Other duties as assigned for agency growth and development.

Applications invited from all qualified individuals without respect to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, genetic information, or other personal characteristics.

I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Executive Director.

I HAVE READ AND UNDERSTAND THE ABOVE POSITION DESCRIPTION

_____ _____

Applicant Signature Date

_____

Printed Name