

Date: JUNE 2017

Hiring Supervisor: Stephanie Barraza, SART Advocate Lead

Position Available: Trauma Response Advocate

If you have any questions, please call me at 524-4331 or by e-mail at sbarraza@havenwcs.org.

Hours per week / availability required:

- Ability to take minimum of (3-4) eight hour shifts, per week.
- Ability to work 2-4 hour blocks during business hours per week.
- Ability to work 6-8 hour shifts at emergency shelter per week.

Maximum flexibility desired. If there are specific block of time you are unavailable due to other commitments (school, other job, etc), please indicate that in your cover letter.

Minimum skills required (language skills, etc.):

Other comments: ***Applicant must live within Stanislaus County.*** Requires valid driver's license, proof of insurance and personal vehicle able to transport passengers. Also requires employee use personal cell phone, and maintain plan that includes working voice mail.

See full job description for other requirements.

Open until filled.

To all interested applicants: Current staff or volunteers who have completed training are welcome to apply and are reminded to inform their current supervisor of their interest in this position. That discussion should also include whether you intend to resign your current position, *or* if you want to discuss whether you could keep both positions and what the scheduling needs of each are. Some positions work well together, and others don't, so you should have this conversation with your current supervisor(s) as soon as possible.

Please note: staff currently on disciplinary probation, or who are still in their initial evaluation period and it has been extended because of disciplinary actions, are *not* eligible to apply for other positions within the agency. Staff in their initial evaluation period *without* such extensions are eligible to apply, but should be aware that their 3 month evaluation period *will start over* until 3 months in the same position are completed. This does not affect access to benefits, as those are calculated from your initial date of hire with the agency

HAVEN WOMEN'S CENTER OF STANISLAUS
JOB DESCRIPTION

POSITION: Trauma Response Advocate

SUPERVISED BY: SART Advocate Lead

POSITION RESPONSIBILITIES:

- Respond to hospital emergency rooms, law enforcement agencies, and other safe locations for crisis intervention with victims of domestic and sexual abuse
- Engage in ongoing trainings to ensure best-practice development and knowledge of current resources for clients
- Effectively advocate for domestic and sexual abuse survivors
- Provide transportation to shelter for survivors and their children
- Cover a *minimum* of three to four 8 hour shifts per week on the on-call emergency response calendar
- Cover a *minimum* of two 4-6 hour shifts per week at a Haven site for on-going crisis intervention training
- Cover a *minimum* of two 6-8 hour shifts per week on crisis line for crisis intervention.
- Provide crisis intervention and education to clients regarding the effects of domestic and sexual abuse
- Assist domestic and sexual abuse survivors in creating a basic safety planning
- Record or document all statistical data as needed.
- Other duties as assigned

QUALIFICATIONS AND REQUIRED SKILLS:

- Must be 18 or over
- Must have personal cell phone and must maintain working plan including voice mail
- Must have a working knowledge of the services offered by Haven and know how to access them
- Must be able to perform job duties with minimal supervision
- Must have effective crisis intervention skills
- Must have effective verbal and written communication skills
- Must have completed Haven Women's Center Domestic Violence and Sexual Assault training
- Must have high school diploma or equivalent
- Must have the ability to provide services to and work with diverse populations
- Must have the ability to work independently as well as cooperatively
- Must be willing to support Haven Women's Center philosophy and have a feminist understanding of violence against women
- Must abide by personnel policies and procedures
- Must have a valid driver's license, proof of insurance and personal vehicle suitable and legally able to carry passengers. Must successfully pass Department of Justice and FBI background check

CONDITIONS OF CONTINUED EMPLOYMENT:

- Satisfactory background investigation
- Completion of Haven Women's Center Advocate Training
- Must develop effective crisis intervention skills
- Must be willing to support Haven Women's Center philosophy and develop a feminist understanding of violence against women.
- Must abide by personnel policies and procedures