

WOMEN HELPING WOMEN: JOB DESCRIPTION

POSITION TITLE: **Campus-Based Advocate** (1.0 FTE)

FUNCTION: Provides crisis intervention and support, advocacy, information, and referral to campus survivors of sexual assault, domestic violence, and stalking. This includes telephone, written, hospital, court, face-to-face and support group advocacy. Also provides awareness presentations on campus and assists with campus prevention plan. Works consistently within the mission, vision, and values of the Agency.

KEY JOB RELATIONSHIPS: Reports to Director of Court Services, serves survivors, collaborates and coordinates with campuses, community agencies, and organizations to provide appropriate resource/referral sources.

QUALIFICATIONS: BA/BS in Education or Human Service Related Field or equivalent experience required. 1 to 2 years of experience in the field (SA, DV, crisis intervention, advocacy) preferred. Experience in training / education delivery preferred. Computer literacy (MS Office, databases, email, etc.) required.

RESPONSIBILITIES & EXPECTATIONS:

Programming

Provides direct crisis intervention services to campus survivors of sexual assault, domestic violence, and stalking.

- Provides telephone and one-on-one crisis intervention, hospital advocacy, civil and criminal court accompaniment, campus-based referrals, accompaniment to campus hearings, and support group facilitation.
- Makes appropriate assessment of abuser and survivor lethality danger, assists client with safety planning and provides information and referrals with each client as appropriate.
- Makes needed assessment of abuser/primary aggressor, independently of assessments made by law enforcement or the courts, and ensures that all survivors of abuse are served regardless of their status as a Defendant, pursuant to Agency policy.
- Accompanies clients to proceedings/appointments/meetings as needed to provide information, advocacy, support, and safety.
- Advocates for survivors based on survivor-defined goals and with the consent of the survivor.
- Facilitates educational and/or support groups for clients, as assigned.
- Maintains access to reliable transportation and maintains insurance on vehicle(s) used for duties.
- Provides outreach presentations to the campus community.
- Assists with campus prevention plan by giving input to programming and curriculum and providing programming.
- Provides program services that are:

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- o Client focused to support and meet client/community needs.
- o Excellent in quality and empowering to the clients.
- o Affirms the value of diversity and inclusion, and is respectful to all survivors (e.g., gender identity, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation).

Outcome Analysis of Programs & Continuous Improvement

- Maintains highly accurate records / reporting systems / statistics and submits on time (e.g., documentation for WHW, for funders, for partner agencies).
- Participates in the on-going process of evaluation and revising policies, procedures, and forms as appropriate.
- Maintains file information that is usable and accessible to colleagues.

Agency Teamwork

- Establishes and maintains effective and professional working relationships with coworkers, volunteers, interns, donors, and board members.
- Participates in any additional training and development opportunities provided by the Agency.
- Provides training, support, and evaluation of volunteers and interns assigned to this position, including verification of observation logs, as requested by supervisor.
- Participates actively in Agency meetings and functions.

Community Leadership

- Serves on community-based collaboratives that focus on dating violence, domestic violence, sexual violence, and stalking on campuses (i.e., It's on Us Miami University).
- Develops and maintains effective, professional, and collaborative relationships with others in the community—particularly campus communities and campus culture (networks with other campus-based advocates and campus leaders in the region).
- Collaborates with OAESV Campus committees to promote effective response to campus survivors.
- Collaborates with other Agency staff to ensure the provision of crisis intervention, support and advocacy is coordinated with other community systems—particularly campus communities and campus culture.
- Exercises discretion when representing the Agency and maintains confidentiality in interactions within community as appropriate.
- Consistently advances the Agency and promotes positive public relations.
- Affirms the value of diversity, and is respectful of others in regards to/ does not discriminate based on gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation.

Supervision: N/A

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OTHER REQUIREMENTS: To facilitate Agency effectiveness, may be expected to take on other duties assigned. Availability of transportation in order to provide service in the community is required.

ACCOUNTABILITY: Director of Court Services
TIME COMMITMENT: Full-time
PAY BASIS: Hourly
BENEFITS: As stated in the current Human Resources Policies

CONFIDENTIALITY: May be involved in confidential personnel, and interagency issues. Responsible for client confidentiality.

Women Helping Women complies with applicable laws requiring reasonable accommodations for individuals with disabilities. WHW is an equality and equity opportunity employer. WHW believes in equity and inclusion and welcomes diversity of experience and expression at the Agency in recruitment, hiring, training, compensation and promotion of diverse talent.