

OUR MISSION: The YWCA of Lewiston–Clarkston is dedicated to empowering women, eliminating racism, and promoting peace, justice, freedom and dignity for all. It is committed to building a strong community by actively promoting the value of diversity and the right to a life free from violence, poverty, and oppression.

NAME:		DATE OF HIRE:	
JOB TITLE:	ADVOCATE		
SUPERVISOR:	ADVOCATE COORDINATOR	STATUS:	Non-exempt

POSITION SUMMARY

Provide trauma-informed, culturally appropriate and accessible advocacy services to individuals in crisis including victims of domestic violence, dating violence, sexual assault, stalking and other crimes as part of a comprehensive victim services agency working toward social change.

DUTIES AND RESPONSIBILITIES

DIRECT CLIENT SERVICES

- Provide crisis intervention, trauma-informed advocacy, lethality assessment/safety planning, and information and referral (in-house and outside agencies) as needed to primary and secondary victims of crime and other individuals in crisis.
- Maintain absolute confidentiality regarding clients and services provided, except in cases of child abuse or neglect, or in situations involving potential harm to clients or others (per program policy).
- Assess client barriers to self-sufficiency, including safety, and help clients develop an individualized action plan to address those barriers.
- Provide back-up and additional support to other advocates as part of a team approach to victim advocacy.
- Inform supervisor of client issues, including special needs, unique situations or noncompliance.
- Enter client data as needed to maintain client files and meet grant requirements; update advocate log daily.

AREAS OF PRIMARY RESPONSIBILITY

- **Legal Advocacy** – inform of rights and options, provide court support, assistance in obtaining and modifying protection orders, educate victims on the criminal justice system and act as a liaison, transport client to legal appointments, and provide information on Crime Victim Compensation.
- **Networking Coordination** - Maintain communication with partner agencies, attend CCR/Task Force/SART meetings, and strengthen the relationship of the YWCA with service agencies and law enforcement to increase referrals to advocacy services.
- **Community Education** – conduct presentations to local groups and organizations, including schools and faith-based organizations, on the dynamics of domestic and dating violence, sexual assault, and stalking and the services available to victims and survivors.
- **Prevention** – Work with schools and other designated prevention groups to provide foundational information on healthy, respectful, and nonviolent relationships.

PROGRAM

- Responsible for compliance with all grant standards and reporting requirements related to this position.
- Maintain records required for grant compliance, statistical record keeping, and as needed to measure program success.
- Communicate effectively with supervisor regarding weekly activities, roadblocks and successes.
- Participate on staff committees for events (annual meeting, conference) and activities (awareness months, community events) as needed/determined.
- Other duties as assigned to ensure program success.

- Attend all required staff meetings and trainings.
- Cross-train in multiple aspects of **ywca** positions to be able to fill in as needed.

ORGANIZATION

- Commitment to the mission, values, and goals of the **ywca**.
- Promote positive public relations and community understanding of program services and activities.
- Research and submit information to the grant team on pertinent funding sources.
- Other duties as assigned to ensure agency success.

QUALIFICATIONS:

- Excellent listening and communication skills, written and verbal.
- Ability to remain calm, make decisions, and use sound judgment under pressure, stress, and conflict.
- Excellent computer skills and knowledge of office procedures and equipment.
- Ability to work effectively with the public, volunteers, and staff.
- Ability to be self-directed and work as part of a team.
- Two years related education or work experience.
- Hold valid driver's license and insurance.
- Must be able to lift 40 pounds.

Employee Signature: _____

Date: _____

Supervisor signature: _____

Date: _____