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 (RURAL) 

SUPERVISOR: EXECUTIVE DIRECTOR 

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. Participate in community events to promote YWCA programs and services.

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 in surrounding counties. 
▪ 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. 
▪ Available nights and weekends to respond to emergencies.

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. 
▪ Medical Advocacy – respond to hospital to provide victim advocacy when needed. 
▪ 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.

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 and co-workers regarding weekly activities, roadblocks and successes. 
▪ Use of private vehicle required, mileage reimbursed at current GSA rate. 
▪ Participate on staff committees for events (annual meeting, conference) and activities (awareness months, community events) as needed/determined.
• Attend all required staff meetings and trainings.
• Cross-train in multiple aspects of ywca positions to be able to fill in as needed.
• Other duties as assigned to ensure program success.

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.

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.
• High school diploma or equivalent plus four years relevant work experience.
• Hold valid driver's license and insurance.
• Must be able to lift 40 pounds.