



## Job Description

**Title:** Direct Service Advocate, Specializing in Working with Survivors with Intellectual and Developmental Disabilities

**Program:** Advocacy Program

**Start Date:** July 2017

**Hours:** 40 hours per week. Schedule varies Monday through Friday with rare weekend obligations.

**Supervisor:** Director of Services

**Wage:** Starting wage of \$16.00 per hour, full medical, dental & vision, 4 weeks of paid time off plus paid holidays

**Position Summary:** Serve survivors of sexual and domestic violence who have an intellectual or developmental disability. Assist in carrying out the mission and goals of Call to Safety by providing high quality crisis intervention, advocacy, and information/referral, assessment, and support services by phone and in-person to survivors of sexual violence. Participate in community partnerships and actively promotes education, outreach, and prevention of sexual and domestic violence.

All persons of every race, ethnic background, spiritual belief, economic status, gender identity, sexual orientation, age or personal ability, are equally affirmed into membership, leadership and employment at Call to Safety and are joyfully welcomed.

### Responsibilities:

- Provide compassionate and professional in-person and phone advocacy to domestic and sexual violence survivors
- Provide 5 services to all survivors while upholding Call to Safety's *Promising Practices*:
  - Needs assessment
  - Emotional support
  - Information and referrals to community services using warm transfers when possible
  - Assistance with safety planning and brainstorming available options
  - Crisis intervention as needed
- Provide case management and follow-up services to domestic and sexual violence survivors on an on-going basis
- Provide 24 hours per week of back-up support for in-person sexual assault hospital advocacy at local hospitals/clinics on a rotating schedule
- Answer the crisis line in a courteous and professional manner
- Work with participants to address their housing needs and assist in reducing housing barriers
- Assist survivors in creating housing portfolios that increase their housing readiness
- Utilize standardized screening tools to connect participants with resources for shelter and housing, the Crime Victims Compensation Program, and the Address Confidentiality Program
- Work with participants to develop personalized safety plans
- Stay informed of community resources and coordinated community responses

- Receive continuing education and training regarding serving survivors of domestic and sexual violence
- Other tasks and projects as assigned

**Volunteers Supervision Responsibilities:**

- Help recruit, train, and supervise volunteers and interns
- Regularly provide appreciations, support, and constructive feedback to volunteers as appropriate

**Community Education Responsibilities:**

- Provide core advocacy trainings at Call to Safety's Basic Advocacy Training including a training on serving survivors with intellectual and developmental disabilities
- Provide community education including presentations, trainings and tabling events

**Specialization Responsibilities:**

- Offer mobile advocacy and crisis intervention onsite at intellectual and developmental disabilities disability service agencies
- Develop curriculum and facilitate support groups at intellectual and developmental disabilities disability service agencies
- Provide community education including presentations and tabling regarding serving survivors with intellectual and developmental disabilities
- Participate in community meetings, committees, and establish/foster relationship with partner agencies serving people with intellectual and developmental disabilities
- Provide follow up advocacy to domestic and sexual violence survivors with intellectual and developmental disabilities
- Provide culturally responsive services to survivors with intellectual and developmental disabilities

**General Responsibilities:**

- Attend agency meetings, trainings and occasional weekend retreats
- Serve as a visible spokesperson and advocate for Call to Safety's mission and programs in the community
- Assist with responsibilities in a team approach
- Support the policies, goals, and structure of the Advocacy Program
- Assist with program planning, development, and improvements
- Maintain a level of comfort and ability around basic technology (email, databases, etc.) as well as future systems as our technology needs progress
- Serve on hiring committees

**Required Qualifications:**

- A minimum of one year experience providing advocacy, case management, counseling or crisis intervention services to people with intellectual and/or developmental disabilities
- A minimum of 6 months of domestic and/or sexual violence specific advocacy experience
- Previous completion of a 40-hour Domestic and Sexual Violence Advocacy Training
- Recent experience (within past two years) working with survivors of domestic and sexual violence
- Philosophy compatible with Call to Safety's mission and values, especially to include:
  - Understanding of oppression and how it supports interpersonal violence

- Value social justice
- Understanding of the impact of trauma on survivors of violence
- A commitment to promote Call to Safety's anti-racism value
- Strong organizational abilities and team participation skills
- Ability to work well with a variety of people from diverse backgrounds
- Excellent verbal and written communication skills
- Demonstrated ability to problem solve, brainstorm creative options, and be proactive
- Ability to prioritize and handle a variety of projects simultaneously
- Commitment to building a multi-racial, diverse team
- Ability to maintain confidentiality
- Ability to remain up to date on current technology systems, learn new technology systems and implement within scope of duties.
- Access to a vehicle and car insurance required

**Preferred Qualifications:**

- Individuals who are bilingual and/or bicultural
- Knowledge or experience in the sex industry