



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

Job Title:	Sexual Assault/Domestic Violence Advocate	Job Category:	Community
Classification:	Community Based Services	WC Code #:	8742
Location:	Valley Crisis Center	Travel Required:	Yes
Level/Salary Range:	\$150 stipend per week plus \$14.00/hr if called out	Position Type:	Part-time Extra Help
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Shelter Coordinator		
Benefits:	No Benefits		
Applications Accepted By:			
E-mail: denise@alliance4you.org		Mail: Denise Conway Administration P.O. Box 2075 Mariposa, CA 95338	
Subject Line: Attention: Human Resources			
Job Description			
<u>Role and Responsibilities</u>			
<p>This position will provide crisis line response Monday-Friday when Valley Crisis Center is closed from 5pm-8am. You will act as the back up to the overnight shelter employee. On the crisis line, this position will provide crisis intervention and appropriate response and referrals to victims of domestic violence and/or sexual assault. You will respond to crises as needed. Conducts assessment for emergency shelter, as well as other services provided through the agency. Bilingual (Spanish) and bicultural preferred. Must have a clean driving record and have had a driver's license for at least 5 years.</p>			
<u>Crisis Intervention & Advocacy:</u>			
<ul style="list-style-type: none"> • Responds to victims of crime to reduce levels of trauma and provide support in a way that reflects the agencies mission, standards and values. • Answers crisis line calls, assesses for services, proved referrals and complete necessary documentation. • Responds to calls requesting and advocate from clients, law enforcement agencies, medical facilities and other social service providers when it is appropriate and safe to do so. • Maintains a professional demeanor when working with clients and community partners. Communicate with law enforcement or other agencies as needed for the purposes of securing services for the client and ensuring their safety. • Provides emergency transportation when necessary and safe. • Maintains the confidentiality of client information in files, conversations or obtained from written sources. • Relays information about client issues and occurrences during the night to morning staff through written documentation and verbally if possible. • Ensures that day time staffs follow up with overnight clients. 			





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General Duties:

- Clearly communicates with supervisor and overnight shelter staff as to when response was provided
- Participate in staff meetings during when requested by supervisor with sufficient advanced notice .
- Adheres to agency values and mission statement.
- Keeps current on available resources to clients.
- Represents agency in community in a professional and competent manner.
- Other duties as assigned within scope of job classification.

Qualifications and Education Requirements

Knowledge of:

- Domestic Violence and Sexual Assault
- Crisis Intervention and Counseling Techniques
- Skills and knowledge of multiple computer applications (Excel, Word, Publisher, etc.)

Ability to:

- Communicate effectively orally and in writing
- Communicate and deal effectively with individuals and groups in stressful situations
- Work effectively under conditions of limited supervision, high stress and rapidly changing situation and circumstances
- Effectively communicate with individuals of various socioeconomic and cultural backgrounds.
- Help clients resolve conflict

Education/Experience:

- High School Diploma/GED preferred
- One year experience in social services settings, preferably working as an employee or volunteer in providing oversight to a diverse group of individuals.
- Complete 40 hours Domestic Violence and 40 hours Sexual Assault Counselor Training upon hire.

Physical Requirements:

- Facility to see, read and distinguish instructional material, rules and policies and other printed matter.
- Facility to hear and understand speech at normal room levels, and to be able to understand speech on the telephone.
- Physical agility to lift and carry up to 20 pounds and to bend, stoop walk and reach overhead.
- Physical agility to push/pull, squat, twist and turn.
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion, to make good judgments and decisions, and to evaluate the results of decisions and judgments.
- Facility to drive a vehicle; has a license that has been valid for at least 5 years.





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Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance adheres to the provisions of ADA regarding reasonable accommodation procedures.

Additional Requirements:

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment.
- Must have reliable transportation, a **valid driver's license for 5 years** and DMV clearance.

Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.

Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	11/25/2015	Revised Job Description Date:	

*** Upon Hire, this will be signed and dated by the applicant. ***

Signature

Date

