



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

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

Job Title:	DV/SA Advocate – Overnight Responder	Job Category:	Community
Classification:	Community Based Services	WC Code #:	8742
Location:	Valley Crisis Services	Travel Required:	Yes
Level/Salary Range:	\$150 stipend per week, plus \$15.00 an hour if called out	Position Type:	Part time, extra help
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Employee Name:		Date of Hire:	
Immediate Supervisor:	Shelter Coordinator		
Benefits:	No benefits		

Applications Accepted By:

E-mail applications to:
denise@alliance4you.org
Subject Line: VCC DV/SA Advocate – Overnight Responder
Attention: Human Resources

Job Description

Roles and Responsibilities

In this position, you 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. You will conduct assessment for emergency shelter, as well as other services provided through the agency. Bilingual (Spanish) and bicultural preferred. You must have a clean driving record and have had a driver’s license for at least 5 years.

Crisis Intervention & Advocacy:

- Respond to victims of crime to reduce levels of trauma and provide support in a way that reflects the agency’s mission, standards, and values
- Answer crisis line calls, assesses for services, provides referrals, and completes necessary documentation
- Respond to calls requesting an advocate from clients, law enforcement agencies, medical facilities, and other social service providers when it is appropriate and safe to do so
- Maintain 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
- Provide emergency transportation when necessary and safe
- Maintain the confidentiality of client information in files, conversations, or obtained from written sources
- Relay information about client issues and occurrences during the night to morning staff through written documentation and verbally if possible
- Ensure that day time staff follows up with overnight clients

General Duties:

- Clearly communicate with supervisor and overnight shelter staff as to when response was provided





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- Participate in staff meetings when requested by supervisor with sufficient advanced notice
- Adhere to agency values and mission statement
- Keep current on available resources to clients
- Represent the agency in the community in a professional and competent manner
- Other duties as assigned within scope of job classification

Qualifications

Knowledge of:

- Domestic Violence and Sexual Assault
- Crisis intervention and Counseling Techniques
- Skills and knowledge of multiple computer applications (Data entry, Excel, Word, PowerPoint, Webinar software, website software, etc.)

Ability To:

- Communicate and deal effectively with individuals and groups in stressful situations
- Work effectively with limited supervision, high stress, and rapidly changing situations and circumstances
- Effectively communicate with individuals of various socioeconomic and cultural backgrounds
- Help clients to resolve conflict
- Demonstrate sensitivity to the cultural/ethnic diversity of the service population

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
- Completion of 40 hours of Domestic Violence and 40 hours of Sexual Assault counselor training upon hire

Physical Requirements:

- Ability to see, read, and distinguish instructional material, rules and policies and other printed matter
- Ability to hear and understand speech at normal room levels, and to hear and 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 car

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 for Community Transformations 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, current auto insurance, and DMV clearance





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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:	2/28/2019

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

Signature

Date

