**MEMO**

**Date: January 2018**

**Hiring Supervisor:** Joshua Palmer, Turlock Lead

**Position Available**: TURLOCK ADVOCATE

**If you have any questions, please call me at 664-9131 or by e-mail at jpalmer@havenwcs.org.**

Hours per week / availability required:

* **30 hours**
* **Monday – Friday, 8:00 am to 4:30 pm**

*Maximum flexibility desired. If there are specific block of time you are unavailable due to other commitments (school, other job, etc), please indicate that in your cover letter.*

Minimum skills required (language skills, etc.): Bilingual preferred

Other comments:

***See full job description for other requirements.***

Open until filled.

To all interested applicants: Current staff or volunteers who have completed training are welcome to apply and are reminded to inform their current supervisor of their interest in this position. That discussion should also include whether you intend to resign your current position, *or* if you want to discuss whether you could keep both positions and what the scheduling needs of each are. Some positions work well together, and others don’t, so you should have this conversation with your current supervisor(s) as soon as possible.

Please note: staff currently on disciplinary probation, or who are still in their initial evaluation period and it has been extended because of disciplinary actions, are *not* eligible to apply for other positions within the agency. Staff in their initial evaluation period *without* such extensions are eligible to apply, but should be aware that their 3-month evaluation period *will start over* until 3 months in the same position are completed. This does not affect access to benefits, as those are calculated from your initial date of hire with the agency

HAVEN WOMEN’S CENTER OF STANISLAUS - JOB DESCRIPTION

POSITION: Turlock Advocate

SUPERVISED BY: Turlock Lead

POSITION RESPONSIBILITIES:

* Provide ongoing crisis intervention, safety planning, peer counseling and survivor-centered case management that includes: coordination of resources for needs related to housing, employment, physical and mental health, education, finances, legal, and other.
* Assist clients in accessing Clothes Closet
* Provide all elements of program in timely, empathic, and supportive manner.
* Identify client’s immediate legal needs for safety and assist with accessing legal system to meet those needs. Provide court accompaniment as needed.
* Advocate for client with other agencies, such as Law enforcement, Child Abduction Unit, District Attorney’s office, when such intervention is appropriate
* Attend appropriate community professional meetings, mandatory staff meeting and monthly program meeting
* Maintain case files, document client sessions and services provided.
* Assist in data entry as needed.
* Engage in ongoing trainings to ensure best-practice development and knowledge of current resources for clients
* Other duties as assigned

QUALIFICATIONS and SKILLS REQUIRED AT ENTRY:

* Ability to work as a team member or independently and prioritize work load
* Ability to display a non-judgmental attitude and a willingness to learn new skills
* Ability to communicate clearly and concisely both orally and in writing
* Ability to maintain accurate records and necessary paperwork
* Must have the ability to provide services to and work with diverse populations
* Must have a valid driver’s license, proof of insurance and reliable transportation as needed.
* Must be proficient in MS Word
* Must have the ability to provide services to and work with diverse population
* Must have a valid driver’s license, proof of insurance and reliable transportation between various sites in Stanislaus County

CONDITIONS OF CONTINUED EMPLOYMENT

* Must be willing to support Haven Women’s Center philosophy and a feminist understanding of violence against oppressed individuals.
* Must be able to learn computer program used to prepare legal paperwork
* Display ability to show empathy and possesses verbal and written communication skills sufficient to explaining a complex process to a person in crisis in a way that makes sense.
* Display good time management accountability
* Display high level of attention to detail and punctual work in restraining order preparation
* Consistently perform at satisfactory levels in all program responsibilities listed above
* Satisfactory background investigation
* Completion of Haven Women's Center Advocate Training
* Must develop / display effective crisis intervention skills
* Must abide by personnel policies and procedures