



Working
Against
Violence for
Everyone

JOB DESCRIPTION

Direct Service Advocate

EMPLOYMENT STATUS: Full time

SALARY: 18.50

REPORTS TO: Executive Director

POSITION CLOSING DATE: Open until filled

DUTIES AND RESPONSIBILITIES:

- Provide crisis intervention, advocacy and support to victims of power-based violence and their children over the telephone and in person.
- Provide legal and systems advocacy with law enforcement, courts, medical services, employment and other organizations.
- Provide assessment of program participant's immediate safety needs and assist with developing a safety plan.
- Provide all program participants with basic information on power-based violence including: dynamics of battering, sexual assault, chemical dependency, lethality and safety planning.
- Screen for admittance to services.
- Refer all individuals not meeting our admittance criteria to the proper community agency.
- Assist in coordinating and inputting client statistics.
- Provide assessment of participant's long-term needs and provide appropriate referrals.
- Assist in the training of new relief, permanent or volunteer advocates on policies and procedures as requested.
- Participate in the performance of other tasks essential to program operation and maintenance.

OTHER STAFF TASKS:

- Meet regularly with supervisor for supervision and support.
- Individual advocacy and other referrals to community resources.
- Support local community projects.
- Facilitate education and/or support groups, as needed.
- Perform record-keeping activities associated with program participants or as required for data collection or inter-staff communication.
- Attend monthly staff training as scheduled.
- Report cases of suspected abuse or neglect of children or vulnerable adults to the Alaska Office of Children's Services or Adult Protective Services, as required.
- Be available to provide flexible work hours to help maintain 24 hour crisis line, including weekends.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race/ethnicity, language, sex, gender, age, sexual orientation, gender identity, (dis)ability, social class, economic status, education, marital status, religious affiliation, residency, or HIV status.



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- Comply with WAVE Personnel and Administrative Policies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must have a thorough understanding of systems of oppression as the root cause of power-based violence or the willingness to learn.
- Ability to provide services with a trauma informed approach.
- Must have the ability to remain calm and objective and to perform under stressful conditions.
- Must have interpersonal skills and the ability to understand and communicate with people of diverse ethnicity, socio-economic circumstance, religion, culture, and sexual orientation.
- Must have computer skills including database entry, or the ability to learn.
- **Must maintain confidentiality.**
- Must support WAVE's Philosophy:

WAVE believes that violence is an unacceptable way to deal with problems and that people have the right to be free from violence in their homes. Our goal is to provide a place where anyone, regardless of sex, age, race, or sexual orientation, can go to be safe and explore their options.

MINIMUM QUALIFICATIONS:

- Must pass background check.
- Ability to work independently, adaptable to change and self-directed.
- Must have high school diploma/GED. College level study or experience in social work, women's studies, education or related field is desirable.
- Must complete 40 hours of training in domestic violence or sexual assault, crisis intervention, victim support, treatment and related areas training within 6 months of hire.

BENEFITS:

- Paid time off, 13 paid holidays, paid self care time, maternity/paternity leave, training and professional development opportunities.

Apply at www.petersburgwave.org/employment

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