



Co-Located Health Care Advocate

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

POSITION SUMMARY: Provide support and advocacy to those in a health care setting who are victims of domestic violence, sexual assault and stalking.

QUALIFICATIONS:

- Bachelor's degree in Psychology, Women's Studies or related field, or two years' relevant experience preferred.
- One year working in direct social services, preferably in a crisis oriented or residential setting.
- If you are required to drive a Community Works vehicle for your position: you must have a good driving record and a valid driver's license.
- If you are required to drive your personal vehicle for agency business more than 3 times an average per month for your position: you must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Must successfully pass a Background and Abuse Check.

SKILLS AND ABILITIES:

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Must be culturally competent and sensitive.
- A commitment to empowering others to solve their own problems.
- Conviction about the capacity for people to change and grow.
- Ability to establish a respectful relationship with clients to help them gain skills and confidence.
- Ability to work collaboratively with other personnel or professionals.
- Capacity to maintain a helping role and to intervene appropriately to meet service goals.
- Ability to set and maintain limits.
- Good communication skills.
- Ability to work as part of a multidisciplinary team and to communicate effectively with health care professionals.
- Extensive knowledge of the cycle of domestic violence, its dynamics and impacts.
- Extensive knowledge about the dynamics of sexual assault and its impacts.

- Ability and willingness to interact positively with the public, both in person and on the telephone.
- Understanding of oppression and related issues.
- Knowledgeable about underserved populations in Jackson County and barriers that exist.
- Ability to handle confidential information with integrity.
- Self-starter and able to work with minimal supervision.
- Ability to maintain punctual, consistent attendance.
- Ability to organize and prioritize workload.
- Able to deal effectively with crisis situations.
- Exercise patience, understanding and compassion in dealing with clients, co-workers and community members.
- Knowledgeable about the legal and civil rights relevant to serving victims of domestic violence, sexual assault and stalking.
- Knowledgeable about the social and cultural characteristics of the service populations.

ESSENTIAL FUNCTIONS: (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

- Promote the Agency in a positive manner to fellow employees, to our volunteers, and to people in the community.
- Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
- Maintain a positive, professional demeanor.
- Provide peer support, information, referral and advocacy to those in health care settings who are victims of domestic violence or sexual assault.
- Provide on-call and hospital coverage for sexual assault victims up to one week each month.
- Provide crisis intervention and victim advocacy in person and on the phone.
- Provide ongoing support and resource information to underserved populations who are also victims of domestic violence and/or sexual assault and assist in the development and implementation of safety plans.
- Provide outreach to spaces to inform of advocacy services available in a health care setting.
- Position may require transportation of clients.
- Provide assistance to other program and agency staff in working with victims needing access to health care systems.
- Coordinate health care and advocacy systems to collaborate on processes and referrals.
- Coordinate statistical data for Community Works and health care settings.
- Regularly review data and meetings to assess success of program and areas of growth.
- Act as a liaison and educational resource regarding domestic violence and sexual assault to the health care community.
- Be an active member on committees as appropriate.
- Provide education to and receive education from health care providers.
- Attend agency and community weekly and/or monthly meetings.
- Collect monthly statistics and assist with written progress reports.

Position Name: Co-Located Health Care Advocate and Lead Coordinator

Department: Community Advocacy Services, Advocacy Services

Supervisor: Program Director

Revision Date:

FTE: 1.0 FTE Exempt Non-Exempt

Position #: 2020 EM

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.

Please include the position name and position number
in the subject line of your email and in your cover letter.

For open positions, check our website at www.community-works.org

Community Works is an Equal Opportunity Employer