



Domestic Violence · Sexual Abuse · Sex Trafficking
RESOURCE CENTER

Community Works Co-Located Advocate at Medford Police Department

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 victims of domestic violence, sexual assault, dating violence, and stalking through the Medford Police Department.

QUALIFICATIONS (Education, Training and Experience):

- Bachelor's Degree in Psychology, Women's Studies or related field preferred.
- Minimum one year working with people in crisis.
- Understanding of domestic violence, sexual assault, oppression and related issues.
- Driving is a requirement for this position. You must have a good driving record and a valid driver's license. 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.

KNOWLEDGE, 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.
- Understanding of domestic violence, sexual assault, oppression and related issues.
- Able to work in a high stress environment with people in diverse populations.
- Able to deal effectively with crisis situations.
- Ability to recognize and value differences related to culture, age and personal experience with team members and clients.
- Ability to establish and maintain frequent positive communication with team members, share information willingly, accept and provide feedback in a supportive, non-judgmental manner.
- Ability to respect and value work styles that differ from our own.
- Value a nurturing environment as the ideal.
- Conviction about the capacity for people to change and grow.
- 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 and sexual assault.
- Knowledgeable about the social and cultural characteristics of the service population.
- Minimize interference of personal and work-related problems.

- Able to handle confidential information with integrity.
- Ability to work collaboratively with other personnel or professionals.
- Ability to set and maintain limits.
- Good organizational and time management skills.
- Good interpersonal skills and conflict resolution skills.
- Ability to function with minimal supervision, take initiative and act creatively.
- Ability to collaborate with law enforcement and communities at large.
- Ability to work amicably with diverse agencies.
- Ability to establish and maintain open communication and positive working relationships with staff of programs and agencies that have missions which differ from our own.

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.
- Serve as a liaison between Medford Police Department personnel and Advocacy Services staff, and be available to each for on-going training and consultation.
- Provide peer support, information, referral, advocacy and crisis intervention counseling by phone and in person to victims of domestic violence and sexual assault.
- Primary service provision of follow-up to victims of domestic violence and sexual assault who have Medford Police Department involvement.
- Accompany officers to visit victims of domestic violence.
- Complete Community Works' Certified Advocacy training and participate in any relevant Medford Police Department procedures or protocol trainings.
- Understand and communicate protective order processes.
- Go on ride-along with Medford Police Department Officers as needed or appropriate.
- Attend the Jackson County Council Against Domestic and Sexual Violence meetings and selected subcommittees.
- Position may require transportation of clients.
- Attend monthly Advocacy Services all-staff in-service trainings.
- Attend weekly Community Advocacy Services staff meetings.
- Collect quarterly statistics and assist with written progress reports.
- Provide on-call and hospital coverage for sexual assault victims up to one week each month.
- Other duties as assigned.

Position Name: Medford Police Department Co-Located Advocate
Department: Community Advocacy Services
Supervisor: Program Manager
Revision Date: September 26, 2019
FTE: Full Time
Position #: 2019 541-EF

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