



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

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

Job Title:	Family Violence Advocate	Job Category:	Community
Classification:	Community Based Services	WC Code #:	8742
Location:	Valley Crisis Center	Travel Required:	Yes
Level/Salary Range:	\$17.52/hr.	Position Type:	Full Time; 40 hours per week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Program Coordinator		
Benefits:	12 Paid holidays, 128 hours Paid Time Off per year, Cafeteria Plan with Health, Dental, Life and Retirement Benefit Options.		

Applications Accepted By:	
E-mail: denise@alliance4you.org Subject Line: Attention: Human Resources	Mail: Denise Conway Administration P.O. Box 2075 Mariposa, CA 95338

Job Description

Role and Responsibilities

Provide crisis intervention and quality services to survivors of domestic violence and sexual assault, while action as a liaison between victims and Human Services Agency. The primary work site for this position will be in the Merced County Human Services Agency. Bilingual-Spanish (required) and bicultural (preferred). Must have a clean driving record and have had a driver's license for at least 5 years.

Crisis Intervention & Assessment:

- Provides crisis intervention
- Conducts assessments and intakes to best assess client needs
- Provide short-term peer counseling as needed
- Facilitates referrals to appropriate community services
- Provides transportation for clients when necessary and safe
- Responds to crisis after hours and weekends through the crisis hotline or in person on a rotating on-call basis

Social Service Advocacy & Assistance:

- Assesses clients' current and long-term social service advocacy needs.
- Serves as a liaison between the client and community resources or agencies.
- Accompanies and transports clients as needed to social services, medical, or law enforcement appointments.
- Provides support and general information about child welfare/social services process, accompanies client to interviews and provides information on case status.
- Ensures that domestic violence and sexual assault cases are referred appropriately and an attempt to contact victims is made for the purposes of offering VCC services.





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- Attends meetings requested by Human Services staff for the purposes of coordinating services.
- Accompanies social workers and other HAS staff on home visits for the purposes of providing crisis intervention, assessments, and referrals to victims of domestic violence and sexual assault when it is safe to do so and/or law enforcement is present.
- Prepares correspondence on behalf of clients to service providers.
- Facilitates Domestic Violence and Sexual Assault training for Human Service Employees.
- Provides legal assistance, court support, and general information regarding the criminal justice system as needed.
- Assist in the development of tools, resources and outreach materials to enhance Human Services' response to victims.

General Duties:

- Compiles documentation necessary for statistical reports and case records in a timely manner.
- Participates in trainings, as requested by Supervisor.
- Attend weekly VCC staff meetings and case reviews.
- Other duties as assigned within scope of job classification.

Qualifications and Education Requirements

Knowledge of:

- Domestic Violence and Sexual Assault
- Crisis Intervention and Counseling Techniques
- Social services and community resources
- Skills and knowledge of multiple computer applications (Excel, Word, Internet, etc.)

Ability to:

- Communicate effectively orally and in writing with individuals and groups.
- Organize and prioritize tasks according to deadlines and client needs.
- Work effectively with limited supervision, high stress and rapidly changing situation and circumstances.
- Demonstrate sensitivity to the cultural/ethnic diversity of the service population.
- Supervise volunteers from various backgrounds and levels of experience.
- Work collaboratively with a team of helping professionals from diverse programs

Education/Experience:

- High School Diploma/GED preferred.
- Bilingual in English/Spanish required.
- Prefer three year's experience working as an employee or volunteer in social services.
- Complete 40 hours Domestic Violence and 40 hours Sexual Assault Counselor Training upon hire.
- Complete First Aid/CPR certification upon hire.





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Physical Requirements:

- Facility to see, read and distinguish instructional material, rules and policies and other printed matter.
- Facility to hear and understand speech at normal room levels, and to be able to 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 vehicle.





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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 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 for 5 years** and DMV clearance.

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:	4/4/2013	Revised Job Description Date:	5/23/2016

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

Signature

Date

