



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

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

Job Title:	Sexual Assault/Domestic Violence Advocate	Job Category:	Shelter
Classification:	Shelter Based Services	WC Code #:	8804
Location:	Valley Crisis Center	Travel Required:	Yes
Level/Salary Range:	\$15.50/ hr.	Position Type:	Full Time; 32 hours per week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Shelter Coordinator		
Benefits:	12 Pro-rated Paid holidays, 128 hours Pro-rated Paid Time Off per year, Pre-tax Cafeteria Plan with Health, Dental, Vision and Retirement Benefit Options. Post- tax Life insurance plans		

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

Provides crisis intervention, appropriate response and referrals to victims of domestic violence and/or sexual assault through the crisis line or in person. Conducts assessment for emergency shelter, as well as other services provided through the agency. Provides on-going support and peer counseling to clients residing in MCS/VCC shelters, while providing security and maintenance/upkeep of the facility during the evening and weekend hours of shelter operation. Bilingual (Spanish) and bicultural preferred. Must have a clean driving record and have had a driver's license for at least 5 years.

Crisis Intervention & Advocacy:

- Responds to victims of crime to reduce levels of trauma and provide support in a way that reflects the agencies mission, standards and values.
- Answers crisis line calls, assesses for services, proved referrals and complete necessary documentation.
- Responds to calls requesting and advocate from clients, law enforcement agencies, medical facilities and other social service providers when it is appropriate and safe to do so.
- Provides advocacy and accompaniment services for clients who request it and ensure that the appropriate releases have been signed.
- Maintains a professional demeanor when working with clients and community partners. Communicate with law enforcement or other agencies as needed for the purposes of securing services for the client and ensuring their safety.
- Provides emergency transportation when necessary and safe.





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- Maintains the confidentiality of client information in files, conversations or obtained from written sources.
- Contacts the client in one or two days for the purposes of following-up, providing safety planning and going over available resources.
- Responds to crisis after hours and weekends through the crisis hotline or in person on a rotating on-call basis.

Shelter Duties:

- Ensures the safety of the shelter buildings and residents through patrol of the property at regularly scheduled intervals and before the end of the shift.
- Investigates all unusual sounds, disturbances and intrusions.
- Calls law enforcement as necessary.
- Checks in with residents at shelter at curfew and as needed throughout the shift.
- Provides transportation to shelter clients when it is necessary for the purposes of ensuring their safety or providing advocacy.
- Reports any client issues or unusual incidences to Shelter Coordinator or Services Coordinator.
- Completes house chores/tasks and light maintenance as assigned during shift. Shelter Coordinator Or Services Coordinator will be responsible for delegation of these duties.
- Enforces shelter guidelines/rules.
- Assists Shelter Coordinator or Community Resource Specialist with conducting orientation of new clients entering the shelter.
- Facilitates house meetings and/or group counseling sessions at request of the Shelter Coordinator or Services Coordinator.
- Relays information about client issues and occurrences during the night to morning staff through written documentation and verbally if possible.
- Complete all required documentation.
- Facilitates activities for the children residing at the shelter and provide some emergency child care when needed.

Community Outreach:

- Assists throughout the year with agency awareness events, community education activities and fund raising efforts as directed by Program Director.

General Duties:

- Participate in staff meetings during regularly scheduled work time or requested by supervisor.
- Adheres to agency values and mission statement.
- Keeps current on available resources to clients.
- Represents agency in community in a professional and competent manner.
- Other duties as assigned within scope of job classification.





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Qualifications and Education Requirements

Knowledge of:

- Domestic Violence and Sexual Assault
- Crisis Intervention and Counseling Techniques
- Skills and knowledge of multiple computer applications (Excel, Word, Publisher, etc.)

Ability to:

- Communicate effectively orally and in writing
- Communicate and deal effectively with individuals and groups in stressful situations
- Work effectively under conditions of limited supervision, high stress and rapidly changing situation and circumstances
- Effectively communicate with individuals of various socioeconomic and cultural backgrounds.
- Help clients resolve conflict

Education/Experience:

- High School Diploma/GED preferred
- One year experience in social services settings, preferably working as an employee or volunteer in providing oversight to a diverse group of individuals.
- Complete 40 hours Domestic Violence and 40 hours Sexual Assault Counselor Training upon hire.
- Complete First Aid/CPR certification upon hire.

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.

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. MCS adheres to the provisions of ADA regarding reasonable accommodation procedures.





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Additional Requirements:

- Must complete finger printing and background check upon hire, at Alliance’s 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 at least 5 years and DMV clearance.
- Must complete mandated 40 hours Domestic Violence and Sexual Assault Training upon hire.
- Must complete First Aid/CPR Training upon hire.

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:	4/4/13	Revised Job Description Date:	06/23/2017

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

Signature

Date

