



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

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

Job Title:	Domestic Violence/Sexual Assault Advocate - Evenings	Job Category:	Shelter
Classification:	Community Based Services	WC Code #:	8804
Location:	Valley Crisis Center	Travel Required:	Yes
Level/Salary Range:	\$18.74 per hour	Position Type:	Full time; 40 hours per week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Shelter Coordinator		
Benefits:	11 Paid holidays, 3 weeks 4 days (152 hours) Paid Time Off per year, Cafeteria Plan with Health, Dental, Vision, Life Insurance, and Retirement Benefit Options.		

Applications Accepted By:

E-mail Application, Resume and Cover Letter to:
Applications@alliance4you.org
Subject Line: VCC DVSA Advocate - Evenings
Attention: Human Resources

Job Description

Role and Responsibilities

Provide 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 shelter, while providing security and maintenance/upkeep of the facility during the evening hours of shelter operation. Bilingual 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
- Answer crisis line calls, assess for services, provide referrals, and complete necessary documentation
- Respond to calls requesting an advocate from clients, law enforcement agencies, medical facilities, and other social service providers when it is appropriate and safe to do so
- Provide advocacy and accompaniment services for clients who request it and ensure that the appropriate releases have been signed
- Maintain 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
- Provide emergency transportation when necessary and safe
- Maintain the confidentiality of client information in files, conversations, or obtained from written sources
- Contact the client in one or two days for the purposes of following-up, providing safety planning, and going over available resources
- Assist with connecting clients with additional legal and counseling services that are outside of VCC's scope
- Respond to crisis after hours and weekend through the crisis hotline or in person on a rotating on-call basis





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Shelter Duties:

- Complete safe house intake, assessments and new resident orientations, as well as prepare rooms for incoming residents in coordination with and at the direction of the Program Coordinator when needed
- Ensure the safety of the shelter buildings and residents through patrol of the property at regularly scheduled intervals and before the end of the shift
- Investigate all unusual sounds, disturbances, and intrusions
- Calls law enforcement as necessary
- Check in with residents at shelter at curfew and as needed throughout the shift
- Provide transportation to shelter clients when it is necessary for the purposes of ensuring their safety or providing advocacy
- Report any client issues or unusual incidences to shelter coordinator or services coordinator
- Complete house chores/tasks and light maintenance as assigned during shift. Shelter coordinator or services coordinator will be responsible for delegation of these duties
- Enforce shelter guidelines/rules
- Assist 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
- Relay 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:

- Assist 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 schedules work time or requested by supervisor
- Adhere to agency values and mission statement
- Keep 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

Qualifications and Education Requirements

Knowledge of:

- Domestic violence and sexual assault
- Crisis intervention and counseling techniques





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- 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 situations 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 sit at a desk, conference table, or in meeting rooms of various configurations for extended amounts of time
- Facility to see, read, and understand instructional material, rules, and policies and other printed material
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the phone
- Physical agility to lift and carry up to 25 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 those decisions
- 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. Alliance for Community Transformations 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, and DMV clearance
- The Alliance requires all new hires to be fully vaccinated against COVID-19 (including a booster). Potential new hires may make a request for a medical or religious exemption. If an exemption request is deemed valid and is granted, we will consider whether or not a reasonable accommodation exists that would allow the individual to perform the essential functions of the job.

Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.





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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:	06/28/2017	Revised Job Description Date:	06/22/2022

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

Signature

Date

