



# ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, [www.alliance4community.org](http://www.alliance4community.org)

<b>Job Title:</b>	UC Merced Campus Advocate/Educator	<b>Job Category:</b>	Community
<b>Classification:</b>	Community Based Services	<b>WC Code #:</b>	8742
<b>Location:</b>	Valley Crisis Center	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$19.98 per hour	<b>Position Type:</b>	Full time; 40 hours per week
<b>HR Contact:</b>	Denise Conway	<b>Phone:</b>	(209) 742-6456
<b>Name:</b>		<b>Date of Hire:</b>	
<b>Immediate Supervisor:</b>	Campus Coordinator		
<b>Benefits:</b>	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](mailto:Applications@alliance4you.org)  
**Subject Line:** VCC UC Merced Campus Advocate  
**Attention:** Human Resources

## Job Description

### Role and Responsibilities

This position will be responsible for providing crisis intervention and advocacy services to survivors (victims) of domestic violence, sexual assault, human trafficking, and stalking on the University of California, Merced (UC Merced) campus. Services will be rendered to staff, faculty, and students. The position will also work with VCC and UC Merced team on outreach activities, training, and presentations, as well as assist in community organizing around the issue of sexual assault, domestic violence, human trafficking, and stalking in our community. The position will be responsible for filling in for direct services to survivors of domestic violence, human trafficking, and/or sexual assault, crisis intervention, and emergency response throughout Merced County when needed, with some after-hours on-call duties. Bilingual/bicultural preferred. Must have a clean driving record and a driver's license for at least five years. Must show vaccination record upon hire.

### Crisis Intervention and Advocacy:

- Provide crisis intervention on the hotline or in-person to survivors of domestic violence, sexual assault, human trafficking, and stalking.
- Provide accompaniment, advocacy, and case management services.
- Provide peer counseling and legal services to survivors.
- Provide consultation and expertise to community partners regarding domestic violence, sexual assault, human trafficking, and stalking issues.
- Provide assessments for other VCC services, including shelter and other legal services, and referrals as appropriate.
- Responsible for referring individuals to appropriate community resources for additional assistance and counseling.
- Responsible for ensuring all documentation of services and reports are completed on time.
- Provide culturally appropriate services and referrals and/or coordinate interpretation services.
- Attend UC Merced case management meetings and collaborate with campus partners.
- Responsible for facilitating weekly support groups as needed.





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- Other duties as assigned.

## **Community Outreach/Education:**

- Provide interactive presentations and training on domestic violence, sexual, human trafficking, and stalking as well as procedures, protocols, and agency services. These presentations may be after hours or on weekends.
- Research and/or develop an appropriate curriculum for presentations and training that promote audience engagement.
- Identify resources for individuals seeking Valley Crisis Center services.
- May serve as a liaison with community groups, offering presentations about Valley Crisis Center.
- Work to secure collaborative relationships with other community partners, both on campus and among the community, to organize events promoting domestic violence and sexual assault awareness and prevention.
- Professionally represent VCC in public settings.

## **Administrative Duties:**

- Monitoring program activities in order to ensure compliance with the program's funding sources.
- Work with VCC's staff and UC Merced Director to track numbers, statistical information, types of presentations given each quarter, and the outcomes of the program.
- Provide support to VCC with outreach, administrative, and development projects as needed.

## **Qualifications and Education Requirements**

### **Knowledge of:**

- Knowledge Sexual Assault, Domestic Violence, Human Trafficking and Stalking.
- Knowledge of social justice movements, diversity, equity and inclusion.
- Prevention Education Principles and Strategies or other relevant education.
- Peer Counseling and Crisis Intervention techniques preferred.
- Computers and Software Programs (Word; Excel; Internet) required.

### **Ability to:**

- Communicate effectively orally and electronically in writing with individuals and groups from various age groups and backgrounds.
- Demonstrate competency with computer programs.
- Must possess strong public speaking skills.
- 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 and ethnic diversity of the service population.

### **Education/Experience:**

- High School Diploma/GED with two years of work or volunteer experience in the field of social services, some college preferred.
- Experience in community organizing and facilitating trainings and presentations.

### **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 distinguish instructional material, rules and policies and other printed matter.





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- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Facility to speak in audible tones so that others may understand clearly in normal conversations and on the telephone.
- Physical agility to lift and carry up to 20 pounds.
- 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.

**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
- Must complete mandated 40-hour Domestic Violence and 40 hour Sexual Assault training upon hire.
- 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. 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:	10/23/2015	Revised Job Description Date:	07/08/2022

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

Signature

Date

