



# Southwest Crisis Center

SUPPORT. ADVOCACY. HOPE.

## **Domestic & Sexual Violence Advocate**

**Position Title:** Domestic & Sexual Violence Advocate

**Description:** This position will work to advocate on behalf of those who are experiencing or have experienced domestic and sexual violence.

**Reports to:** Assistant Director

**Primary office location:** Time will be split between Windom & Jackson

**Compensation:** Depending on qualifications (NOTE: To receive credit for your education and experience your resume should clearly describe how you meet each of the job duties and qualifications listed, including years and months of experience). Includes benefits and Paid Time Off

### **Essential Responsibilities:**

- Provide advocacy, emotional support, crisis intervention, case information and referral services to individuals who have experienced sexual and/or domestic violence, exploitation and trafficking.
- Provide supportive listening to survivors and crisis callers. Assist individuals with identifying their goals and tools needed to reach those goals.
- Assess individual needs and cultural considerations while providing trauma-informed advocacy
- Provide assistance and advocacy to individuals during: hospital exams, police investigations, court proceedings, and meetings with system personnel and others in accordance with the policies and best practices of the SWCC.
- Assist individuals with Orders For Protection (OFP), Harassment Restraining Orders (HRO), or other civil remedies available
- Maintain and ensure confidentiality; follow agency/state policies on requirements related to mandated reporting
- Be part of the on-call rotation for the 24-hour Safe Line. This includes responding over the phone and in person
- Document contact and services provided by maintaining accurate, confidential client information in an electronic database in accordance with all agency, state, and federal requirements.
- Maintain high level of knowledge about services available to individuals in the community and provide access to those services
- Facilitate/coordinate discussion and education groups for victims/survivors
- Provide access to transportation
- Provide access to safe housing for victims and children (and pets, if applicable) in alignment with the SWCC's Safe House Protocols.
- Provide clear and timely narrative data and work documentation for reporting purposes
- Assist in annual reporting as requested

- Make mandated reports as needed in cases of suspected child abuse or neglect to Child Protection
- Participate in collaborative meetings as approved by the supervisor.
- Maintain SWCC presence in the county by:
  - Making sure community agencies are provided with updated brochures, rack cards, and Safe Line cards on a consistent basis.
  - Work with Awareness Committee to conduct programs for Sexual Assault Awareness Month and Domestic Violence Awareness Month.

**Essential Qualifications:**

- Understanding of the dynamics of self-care and the ability and responsibility to recognize one's own needs as it relates to a work-life balance
- Ability to set and maintain boundaries with co-workers and individuals we serve.
- The ability to respect others and acknowledge their experiences without judgment.
- Possess a strong sensitivity to a wide variety of cultures and beliefs, even if different from one's own; and ability to accept people of diverse racial, cultural, spiritual, and economic and age backgrounds
- Ability to be self-motivated, take direction, and have open communication with colleagues.
- Possess a strong sense of professionalism as it relates to confidentiality and interactions with co-workers, systems professionals and other staff.
- Ability to take initiative and hold one's self responsible
- Agree with the mission of the SWCC and commit to following protocols and procedures for best practices as it relates to crime victim services
- Successful completion of a background investigation
- Ability to work flexible hours
- Ability to travel within 6-county service area (Cottonwood, Jackson, Murray, Nobles, Pipestone, & Rock)

**Additional Preferred Qualification**

- Knowledge of the intersections between child abuse, sexual abuse, domestic violence and trauma.
- Knowledge and understanding of how trauma impacts healing on an individual level and cultural level.
- Knowledge of and/or experience with the systems designed to serve individuals experiencing/who have experienced domestic and sexual violence and their children.
- Ability to understand the services, policies and procedures used by criminal justice, family court, human service and healthcare systems.
- Demonstrated ability to negotiate and facilitate collaborative responses for victims of domestic abuse.
- Have a clear understanding of the dynamics of domestic abuse and sexual assault causes and its impact.
- Understanding of the dynamics of self-care and the ability to recognize your own needs as it relates to a work-life balance.
- Ability to use and learn various technologies

**To Apply – send resume, cover letter/letter of interest, and five (5) references to SWCC Attn: Kari Voss-Drost, PO Box 111, Worthington, MN 56187 or [kari@mnsbcc.org](mailto:kari@mnsbcc.org) / Position is open until filled.**