

## ATVP Position Opening

### Full Time Volunteer Manager/Sexual Assault Support Advocate

**Position Open: 5/31/19 until filled**

ATVP is a not for profit organization that serves both Whitman County, Washington and Latah County, Idaho, offering direct services to victims and survivors of domestic, sexual violence, child abuse and stalking, along with community education programming. We are seeking [a full time volunteer manager and sexual assault advocate](#) who will provide a variety of direct services, community outreach, management and mentorship of the agency 24 hour hotline and volunteer/internship program under the direct supervision of Coordinator of Sexual Assault Services.

- All applicants must be familiar and agree with ATVP's mission statement and philosophy regarding support to survivors.
- ATVP is an equal opportunity employer and our agency is committed to a culturally and ethnically diverse work place.
- All applicants, if hired, will receive 45 hours of pre-service advocacy training as well as a minimum of 30 hours of yearly ongoing training. Ongoing training includes yearly attendance at a state-wide conference and access to national live webinars.

Position: **Full time Volunteer Manager/Sexual Assault Prevention Educator Advocate**  
Reports to: Associate Director  
Terms: Non-exempt. Full time (40 hours per week). Some eves and weekends.  
Starting Rate: \$15.93/hour, DOE  
Benes: Paid holidays, vacation and sick. Employee Assistant Program available.  
Location: ATVP Pullman Office  
Start Date: Immediate

#### **Application Information:**

A description of the positions follow. The full job description is attached. The following materials are required for application and will be considered an example of your communication skills and evaluated as part of the screening process.

The application consists of:

1. Cover Letter.
2. Essay. (limit 1 page) Please address how your background, experience and personal philosophies are applicable to this position.
3. Chronological work/education experience Resume.
  - a. Whether paid or volunteer
  - b. Hours worked per week
  - c. Reason for leaving each position.

All items must be submitted for applications to be considered complete. *Incomplete applications will not be considered.* **Opened until filled.**

**Send completed applications to:** Vanessa Corwin, Coordinator of Sexual Assault Services, at ATVP, PO Box 37, Pullman, WA 99163, **OR** Email completed applications ***as a single PDF*** file to [sa.coordinator@atvp.org](mailto:sa.coordinator@atvp.org)

**Responsibilities and Duties:**

1. Recruit, interview, train, manage and support the volunteer/intern staff at ATVP.
2. Oversee the 24 hour hotline program.
3. Provide direct advocacy services individually or in a group setting to adult and child sexual violence victims and survivors.
4. Co-facilitate sexual assault support group services.
5. Research, analyze and assess formal curriculum/implement as appropriate.
6. Represent the agency and its constituents at community meetings/task forces.
7. Rotate availability for night, weekend and holiday coverage of and response to emergency staff back up.
8. Communicate effectively with a wide spectrum of people.
9. Documentation of services and statistical data entry.
10. Maintain on-going training hours in accordance with agency standards.
11. Maintain agency and client confidentiality as required by ATVP policy.
12. Perform all work in a culturally responsive manner consistent with ATVP's mission statement.

**Minimum Qualifications:**

1. An understanding, and agreement with ATVP's mission statement.
2. Strong leadership skills.
3. Strong communication skills.
4. Team player – strong collaboration skill set.
5. Confident computer skills.
6. Ability to pass a criminal background check.
7. Current driver's license and insured vehicle and willingness and ability to provide outreach services across Whitman County, Idaho.
8. Ability to work evenings and weekends.
9. Must be a resident of Whitman or Latah County.
10. BA in relevant field.
11. 2 years relevant experience (volunteer management, non profit environment, personnel management).

**Desired Background:**

1. Masters in relevant field or worked equivalent.
2. Bilingual/bicultural in Spanish or Asian Languages and English.
3. Two years prior advocacy experience in the family/sexual violence field.

## VOLUNTEER MANAGER / SEXUAL ASSAULT ADVOCATE JOB DESCRIPTION

### Alternatives to Violence of the Palouse

The Volunteer Manager/Sexual Violence Support Advocate will provide a variety of direct services, community outreach and related supportive services (50% time) as well as management and mentorship of the agency 24 hour hotline and volunteer / intern staff for the agency under the direct supervision of the Coordinator of Sexual Assault Support Services.

#### **50% time:**

1. Oversee the training and mentorship of volunteer advocates and interns, to ensure the provision of appropriate client services and/or agency support, professional behavior, and compliance with ATVP procedures and policies (including the completion and submission of paperwork and service documentation); on-going guidance of and assessment of advocates and interns regarding advocacy-based direct services, self-care, referral, and related procedures and agency expectations; schedule and conduct orientation, performance assessment, and regular feedback meetings with the oversight of the CSAS; [E]
2. Maintain ATVP's volunteer advocate pool, including:
  - (a) Guide development and implementation of volunteer recruitment, retention, monitoring, and recognition policies and procedures, develop and apply specialized knowledge regarding effective volunteer management (including self-directed study);
  - (b) Screen and assess volunteers to determine individuals who are appropriate to ATVP's needs and standards;
  - (c) Coordinate the development, scheduling, logistics, presentation, and evaluation of pre-service advocate training sessions ensuring that training standards are met, and the training manual and related materials are updated at least bi-annually; handle scheduling of post-training interviews and advocate preparations to begin Hotline coverage and/or other volunteer tasks;
  - (d) Maintain a current advocate contact list, current advocate files, and documentation of advocate in-kind services and training in a manner that meets accreditation, standards, statutes, and policy requirements;
  - (e) Ensure creation and timely distribution of the monthly advocate Hotline calendar and e-newsletter noting schedules, announcing issues of interest, training, monthly meetings, special projects, changes in policy, etc. and reminders of monthly advocate meetings as necessary.
  - (f) Plan and conduct monthly advocate meetings, including arrangements for space, refreshments, and related training sessions;
  - (g) Arrange volunteer advocate services for: Hotline coverage; supplemental coverage of shelter and public office/telephone needs; pick-up, donation support; fundraising support; intern activities; community activities as needed; and other activities and special projects as necessary; [E]
3. Ensure maintenance and operation of the Hotline system and equipment, in coordination with the Office Manager; [E]

**50% time:**

4. Provide direct services, including personal advocacy, crisis intervention, support and appropriate referrals to primary and secondary victims of sexual violence, (and to victims and survivors of intimate partner violence and stalking, and other crimes as back up to other advocacy staff per agency procedures) including the assessment of individual needs and options, emotional support, basic legal advocacy, and medical advocacy; facilitate clients' awareness of the affective, behavioral, and cognitive effects of their experience and enhance their ability to cope/adjust; *provide crisis intervention, emergency shelter intakes, and medical support advocacy on evenings/weekends to clients on the hotline or in-person as back-up in rotation with all other direct service staff;*[E]

5. Research, develop, modify, and conduct primarily evidenced based (or promising practices) educational programming and strategies that address sexual and domestic violence, intimate partner, teen dating and stalking. This may include presentations, traditional community outreaches, social media outreaches and community development.[E]

6. Facilitate / Co-facilitate and/or provide sexual violence support group services with other assigned staff, receive regular consultation for support group activities and professional development as directed by the AD; [E]

5. Reach community and student members proactively through outreach activities in Pullman, Washington State University and Whitman county to provide information, resources, and support in a multitude of contexts including:

- Stalking Awareness Month
- Teen Violence Awareness Month
- Sexual Assault Awareness Month [E]

7. Maintain agency/client confidentiality as required by ATVP policy; ensure security of client records and the office area; [E]

8. Maintain agency files, including the updating and filing of all ROC's and other client paperwork, and statistical record keeping in a timely and organized manner; [E]

**Relating to both job focus areas:**

9. Participate in staff, and case conference meetings; and other internal meetings as directed by the AD; [E]

10. Participate in educational sessions (including self-directed study) for purposes of professional development to ensure current knowledge and skills and compliance with statutory/accreditation/program standards mandates; [E]

11. Participate in the agency back up rotation for after hours support to the hotline. [E]

Other special projects as assigned, which may include (but is not limited to) advocate coordination and training, mailings, research, organizing printed materials, etc.). [E]

**NOTE:** Some evening, weekend, and holiday hours will be required. Availability of transportation, a valid driver's license, and minimum required auto insurance are required to be able to fulfill job responsibilities. This position includes service hours in the public offices. This position will be part of the after-hours response team and as such, residency in either Whitman County, WA or Latah County, ID is required.

### Acknowledgment and Signatures

We understand this job description reflects ATVP's best effort to describe the essential functions of the position at the time of our signatures. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. The signature of the employee indicates you have read this position description and understand the essential job functions of this position. The employee shall receive any modifications, additions, or deletions to the position description as might be made by the Board of Directors or Executive Director in writing prior to their becoming subject to the formal evaluation process.

Accepted by:

\_\_\_\_\_  
FT Volunteer Manager/ SA Advocate, ATVP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director, ATVP

\_\_\_\_\_  
Date

## Alternatives to Violence of the Palouse

Mission: ATVP empowers individuals affected by domestic violence, sexual assault and abuse and stalking. We work to create a safe and equitable community through education and prevention.

Vision: We envision our community being safe, equitable and free from oppression.

Inclusion Statement: ATVP affirms the right of each person to live without fear of the threat of violence. We recognize that all forms of oppression create a climate which enables gender based violence. We honor and advocate for individual autonomy and self-determination for members of our community. We believe that education is the foundation of creating a safe and equitable community, and the inclusion of youth is imperative for sustainable social change.

Tag Line: Educate. Empower. Prevent.