

ATVP Position Opening **Idaho Community Advocate**

ATVP is a not for profit organization that serves both Whitman County, Washington and Latah County, Idaho, offering direct services to survivors of domestic, sexual violence, child abuse and stalking, along with community education programming. We are seeking an **Idaho Community Advocate** to support the Idaho office with daily operations, grant management and staff supervision.

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.

Position:	<u>Idaho Community Advocate</u>
Reports to:	Idaho Program Lead Advocate
Terms:	Non - Exempt Full time (~40 hours per week). - Holidays and weekends will be required.
Starting Rate:	\$18.54
Benes:	Paid holidays, vacation and sick, medical
Location:	ATVP Moscow Offices.
Start Date:	ASAP

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
 - c. Reason for leaving each position.

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

Email completed applications to Kateisha Moreno at program.manager@atvp.org

Idaho Community Advocate
Job Description
Alternatives to Violence of the Palouse

The ID Community Advocate will provide direct services to victims and survivors of sexual and domestic violence, as well as provide related community outreach, education and prevention, under the direct supervision of the Idaho Program Lead Advocate.

1. 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]
2. Participate in the pick-up, sorting, receipt, distribution, and storage of in-kind donations; assist with maintenance/monitoring of donations; [E]
3. Participate in the organizing, display and with the approval of the Program Manager, the purchasing of goods to maintain community sharing shelves in the Moscow Office.
4. Be an active member of the agency education/prevention team working collaboratively to assist in the development and implementation of the agency education and prevention plan as directed by the ID Program Lead Advocate and Program Manager.
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 and domestic violence support group services with other assigned staff, receive regular consultation for support group activities and professional development as directed by the ID Program Lead; [E]
7. Reach community and student members proactively through outreach activities in Moscow, University of Idaho and Latah County to provide information, resources, and support in a multitude of contexts including activities: Stalking Awareness Month (January), Teen Violence Awareness Month (February), Sexual Assault Awareness Month (April), Domestic Violence Action Month (October), or others assigned; [E]
8. Maintain agency/client confidentiality as required by ATVP policy; ensure security of client records and the office area; [E]
9. 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]

10. Participate in staff, and case conference meetings; and other internal meetings as directed by the AD; [E]
11. 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]
12. Participate in the agency back up rotation for afterhours support to the hotline. [E]
13. Other duties assigned. [E]

NOTE: Some evening, weekend and holiday hours will be required. Holidays worked and previously approved hours beyond 40/week are paid at time-and-a-half. 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 primarily 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 changes in funding or 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:

ID Community Advocate

Date

Program Manager

Date