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## Stand Up Placer, Inc. – Job Description

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<b>Position:</b>	Service Office Advocate (Sexual Assault Emphasis)
<b>Reports to:</b>	Sexual Assault Program Supervisor
<b>Location:</b>	Stand Up Placer Service Offices
<b>Job Status:</b>	Non-exempt, \$15/hour, Full Time - 40 hours/week

### **ABOUT STAND UP PLACER**

Stand Up Placer provides comprehensive services to Placer County survivors of domestic violence, sexual assault, human trafficking and their families. Our mission is: Saving lives by empowering survivors and educating communities to stand up to domestic violence, sexual assault and human trafficking.

### **POSITION SUMMARY**

The Stand Up Placer Services Office Advocate provides emergency and supportive services to survivors of domestic violence, sexual assault and human trafficking at Stand Up Placer's service offices and at various locations in the community.

### **ESSENTIAL RESPONSIBILITIES MAY INCLUDE THE FOLLOWING:**

- Provide emergency and supportive services to survivors accessing the service offices, including, but not limited to: crisis intervention, emotional support, advocacy, accompaniment services, safety planning emergency food and clothing, access to emergency and long term housing, therapy
- Provide advocacy and court accompaniment for survivors and assist in the preparation of temporary restraining orders, custody and other family law matters
- Staff the service offices and provide services to scheduled and walk-in clients and clients seeks services over the phone
- Provide case management and ongoing support to survivors
- Plan and facilitate workshops and supportive classes for survivors
- Participate in mandatory interagency trainings and meetings
- Prepare and conduct community trainings and education; participate with community outreach events
- Establish and maintain professional relationships with other service providers
- Maintain confidentiality related to program offerings

## **QUALIFICATIONS**

- At least two years of experience working with survivors of violence and/or at-risk youth **OR** a combination of education and one year of experience working with survivors of violence and/or at-risk youth
- Ability to address crises and use critical thinking to problem-solve effectively
- Ability to work under pressure, manage and meet deadlines
- Ability to work sensitively with traumatized and diverse populations
- Ability to work independently and as a team
- Excellent communication skills with clients, co-workers, and community partners
- Awareness of and sensitivity to the cultures represented in Placer County
- Excellent organizational skills
- Strong professional boundaries with clients is required
- Working knowledge of Microsoft Office Suite; familiarity with Publisher, Prezi, PowerPoint, and Outlook welcomed
- Completion of 72-hour state-certified Crisis Intervention Training (post-hire requirement)
- Must be over the age of 18
- Reliable transportation, valid California Driver's License and proof of insurance
- Fingerprint clearance required
- **Bilingual Preferred**

## **ESSENTIAL PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

## **DISCLAIMER STATEMENT**

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position

## **COMPENSATION AND BENEFITS**

Compensation is commensurate with experience. Benefits include health insurance with Flexible Spending Account, 401K, paid vacation, sick time and holidays.

## **TO APPLY**

Applications will be accepted until this position is filled. Qualified applicants should send resume, cover letter and professional references to [Careers@StandUpPlacer.org](mailto:Careers@StandUpPlacer.org) with Service Office Advocate ( Sexual Assault Emphasis) in the subject line. Please indicate how you heard about this position.

Stand Up Placer is an equal opportunity employer. For more information you can visit our website at [www.standupplacer.org](http://www.standupplacer.org)

**ACKNOWLEDGEMENT**

I have read the contents of this job description and understand this document is not a contract for employment. Further, I understand that if hired, my employment with STAND UP PLACER (Agency) is at-will, and that I or the agency may terminate my employment at any time with or without cause or notice.

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Employee Signature

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Date

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Supervisor's Signature

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Date