



Employment Opportunity: **COMMUNITY RESPONSE SURVIVOR ADVOCATE**

OVERVIEW

The Survivor Advocate is a valuable member of the Community Response Team. The Survivor Advocate supports First Step's mission by providing advocacy, crisis counseling, information, resources, and support to survivors of domestic violence and sexual assault, particularly within the criminal justice system.

The Community Response Survivor Advocate works in collaboration with police officers and prosecutors to enhance systems response to domestic violence and sexual assault.

First Step provides comprehensive training and supervision to all employees.

LOCATION:

All First Step sites; Ability to travel frequently between agency sites, police departments and court locations as necessary.

REPORTS TO:

Community Response Program Coordinator

POSITION TYPE

Full-time, 37.5 hours/week, hourly pay

PAY RANGE:

\$21 - \$23 / Hour

SCHEDULE:

Weekdays. Some evenings with occasional on-call shift, evening or weekend required.

START DATE:

Immediate

TO APPLY: <http://www.firststep-mi.org/careers/job-application/>

No phone calls please.

RESPONSIBILITIES

- Act as a liaison between survivors and the civil and criminal justice system
- Empower clients by providing client-specific advocacy, crisis counseling and safety planning
- Meet identified client needs including information, resources and referrals to other service providers as needed
- Ability to work collaboratively with court personnel to enhance systems change and response to domestic and sexual violence
- Willingness to keep Supervisor informed about high-risk client situations
- Accurately maintain client records, service statistics and case examples for reporting purposes
- Consistently and accurately complete entries into agency database
- Assist as needed with the Assault Response Program
- Commitment and ability to represent agency in various community settings
- Understand and support First Step's philosophy of empowerment, education and prevention of violence
- Support and carry out First Step's mission, vision, and values

QUALIFICATIONS

- BSW/BA in Human Services, Master's degree/MSW a plus
- Significant experience in crisis counseling, domestic violence and sexual assault
- Experience and knowledge about court advocacy and procedures
- Experience and ability to work effectively with people from diverse racial, economic, and cultural backgrounds
- Capability to respond to and handle crisis situations effectively
- Must have empathy and passion for working with survivors using a client-centered approach
- Must be able to maintain professional boundaries, high level of confidentiality and comply with all agency policies and procedures
- Proficient in and comfortable with various computer programs as deemed necessary
- Excellent oral, written, and active listening skills
- Ability to lift 30 pounds on occasion
- Bilingual a plus

REQUIREMENTS

Must be at least 18 years old and satisfy criminal background checks, DHHS child abuse registry check, sex offender registry check, driving check. Must have and maintain a valid MI driver's license, excellent driving record, reliable transportation, and current auto insurance. These requirements will be re-checked throughout employment.

BENEFITS

Option for agency provided health, dental, optical insurance after 90 days. Agency provided life insurance and long-term disability insurance after 120 days. Employee Assistance Program. Additional voluntary insurance benefits and Dependent Care FSA available after 90 days. Employer contribution to 401k. Annual paid vacation and floating holidays. Accrued paid sick/personal time. Agency closure days off with pay.