



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 intervention, 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 works hard to create a workplace that is dynamic. We encourage people with diverse identities and experiences who are excited about equity and social justice to apply.

Comprehensive training and supervision are provided 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: NON-EXEMPT

Full-time, 37.5 hours/week, hourly pay

PAY RANGE: \$23/Hour

SCHEDULE:

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

START DATE:

Immediate

TO APPLY: <https://www.firststep-mi.org/jobapplication/>

No phone calls or emails, please.

RESPONSIBILITIES

- Act as a liaison between survivors and the criminal justice system
- Empower clients by providing client-specific advocacy, crisis intervention, safety planning, and personal protection order (PPO) support.
- Meet identified client needs including providing information, resources, and referrals to other service providers as needed
- Work collaboratively with court personnel to enhance systems change and response to domestic and sexual violence
- Maintain communications with supervisor about high-risk client situations in a timely manner
- Consistently and accurately maintain client records, database entries, and case examples for reporting purposes
- Assist with the Crisis Action Team and LAP Program, as needed
- Participate in Agency's Staff Speakers Bureau providing education and outreach to various groups via presentations and trainings
- 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, Criminal Justice or Public Administration recommended or equivalent experience, Master's degree/MSW a plus
- Significant experience in crisis intervention, 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 and trauma-informed 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 60 days. Agency provided life insurance and long-term disability insurance after 60 days. Employee Assistance Program. Additional voluntary insurance benefits and Dependent Care FSA available after 60 days. Employer contribution to 401k. Annual PTO and floating holidays. ESTA, Accrued paid Flex Time. Agency closure days off with pay.