



FirstStep
Peaceful Families • Safe Communities

Employment Opportunity:

Personal Protection Order Advocate

OVERVIEW:

The Personal Protection Order Advocate (PPO) is a valuable member of the Community Response Team. They support First Step's mission by providing trauma-informed support, advocacy, and resources to survivors of domestic violence, sexual assault, and stalking.

The PPO Advocate assists survivors seeking protection orders through Personal Protection Order (PPO) process. *The PPO advocate does not provide legal advice or representation.*

First Step works hard to create a workplace that is dynamic. We encourage people who are excited about equity and social justice to apply.

Comprehensive training and supervision are provided to all employees.

LOCATION: Predominantly Coleman A. Young Building and First Step's Detroit office, with ability to travel between all agency sites. Hybrid working capacity available after first 6 months of employment.

REPORTS TO: Community Response Program Coordinator

POSITION TYPE: Full-time, 37.5 hours/week, hourly pay

PAY RANGE: \$23 / Hour

SCHEDULE: Weekdays. Some evenings with an 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

- Provide direct service to survivors seeking a PPO petition
- 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 Crisis Action Team
- Commitment and ability to represent agency in various community settings
- 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
- Demonstrated 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 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 & long-term disability insurance after 60 days. Employee Assistance Program. Additional voluntary insurance benefits and Dependent Care FSA available after 60 days. Employer match contribution to 401k. Annual PTO, ESTA & floating holidays. Accrued paid Flex Time. Agency closure days off with pay.