

Position Summary



Outreach Advocate

Position reports directly to:	Director of Outreach Services
Positions reporting directly to this position:	Interns and Volunteers
Primary location:	Outreach Offices
Employment and Overtime eligibility status:	Full Time, schedule as assigned; overtime-eligible
Pay rate range:	\$17-19/hour

Recommended Qualifications and Skills

Degree in social services or related area preferred along with extensive work with survivors of domestic violence. Professional training or experience may be substituted for education at the discretion of the Executive Director. Ability to establish professional rapport and effective relationships in various community systems. Basic crisis management, and conflict resolution along with effective communication competency. Capacity building skills with a focus on rural community services and resources. Commitment to feminist principles, trauma informed care and empowerment based service models. Must pass a level 2 background screening and provide a valid driver's license with a safe driving record.

Physical Requirements

Ability to:

- Move about the Outreach and Residential properties
- Drive agency vehicles and transport participants as assigned, this requires a 3 year driving history report for insurance clearance
- Present information in program services meetings
- Sit at a desk or work station for up to 6 hours
- Operate (including basic troubleshooting) computers, printers and other agency technology

Principal Job Duties

1. Provide advocacy services to survivors of domestic violence relative to housing, legal, financial, medical, mental health, educational, employment, and other areas of need through direct agency services and/or appropriate partner agency referrals.
2. Complete intake process with survivors and provide appropriate follow-up as needed.
3. Meet with individuals to help with service support that may include but not limited to; identifying needs & potential referrals, addressing risk & safety issues, offering community advocacy as needed, etc.
4. Complete victim compensation forms, relocation program paperwork, and legal referrals as needed.
5. Co-facilitate support group sessions as designated.
6. Maintain timely and accurate statistical entries, records and service documentation.
7. Assist with help line support and shelter services as needed or requested.

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Secondary Job Duties

1. Attend staff meetings and trainings as designated.
2. Represent Peaceful Paths in community meetings that address areas of need or support for survivors.
3. Assist in the training of volunteers and new staff.
4. Provide community education and training as needed.
5. Assist the Director of Outreach Services with other duties as needed.

Agency Requirements

All Employees of Peaceful Paths are expected to demonstrate a commitment to:

- upholding the Employee Guiding Principles for the Workplace
- promoting diversity, equity, inclusion and belonging
- professional ethics and standards
- flexibility and teamwork
- protection of confidentiality