



# CADA | inspire hope

*committee against domestic abuse*

<b>POSITION:</b>	Blue Earth County Community Advocate
<b>TEAM:</b>	Community Advocacy
<b>REPORTS TO:</b>	Community Advocacy Manager
<b>STATUS:</b>	Benefited position (32 hours/week)
<b>SALARY:</b>	Depends on Qualifications

## **JOB DUTIES AND RESPONSIBILITIES**

The Blue Earth County Community Advocate is a domestic and sexual violence advocate with the Committee Against Domestic Abuse, Inc. (CADA) and will be responsible for providing crisis intervention, support, legal advocacy, and information and referrals to victims of domestic violence, sexual assault and human trafficking. This is a 32 hour/week position and is housed out of CADA's Blue Earth County office in Mankato MN. It requires 24hr crisis call-out availability on evenings, weekends, and holidays on an on-call rotating basis.

## **MAJOR TASKS/RESPONSIBILITIES**

### Direct Services

- Work with clients by phone, email, and in face-to-face meetings both one-on-one and in groups.
- Provide client-centered, trauma-informed, and culturally competent crisis intervention and ongoing advocacy to survivors of domestic violence, stalking, sexual assault and sex trafficking.
- Provide information to clients as needed on various topics such as: dynamics of domestic violence, common reactions to sexual assault, the use of technology to stalk, sexual exploitation, the impact of violence on children, crime victims' rights and other issues as identified by the client.
- Assist client in safety planning for self and/or children.
- Provide information to clients on issues related to the criminal and civil justice process.
- Assist clients in filling out and filing order for protection and restraining order paperwork.
- Accompany clients to court hearings.
- Coordinate and lead a domestic violence support group one evening per week.
- Provide 24-hour response to victims at law enforcement centers and hospitals in Blue Earth, Brown, Faribault, Le Sueur, Nicollet, Sibley, and Watonwan counties on an on-call rotating basis (approximately 3-4 days/month).
- Provide information and referrals about community resources.
- Adhere to organizational policies including policies on confidentiality and professional boundaries.
- Other duties as assigned.

### Advocacy, Outreach, and Organization Representation

- Build and maintain collaborative relationships with community partners and area agencies
- Provide community education as assigned to middle/high school/college classes, community groups, community organizations, and other audiences as requested.
- Provide professional training to groups such as law enforcement and other partner agencies as assigned.
- Actively participate in community meetings related to improving the community's response to domestic violence.
- Actively work with volunteers and interns on an as needed basis.

### Record-Keeping and Other Responsibilities

- Complete all required service documentation in a thorough and timely manner.
- Participate in organizational statistical reporting as directed by supervisor.
- Adhere to organization policies and work rules.
- Consult with supervisor in weekly meetings about client concerns, workload management, professional development, and other areas.
- Attend trainings and continuing education activities as assigned.
- Active participation in all staff meetings, and outreach meetings about client needs, organizational changes, and other team issues.

### **STRONGLY PREFERRED QUALIFICATIONS:**

- Bilingual in English/Spanish, English/Sudanese, and/or English/Somali.

### **PREFERRED QUALIFICATIONS:**

- Resides within CADA's eight county service area.
- Knowledge of impacts of domestic violence and sexual violence on victims.
- Experience providing service to people in crisis.
- 40-hour Sexual Assault certification.
- Post high-school education.

### **MINIMUM QUALIFICATIONS:**

- Excellent communication and organizational skills.
- Ability to pass Minnesota Department of Health background check
- Ability to work some overnight, evening, and weekend hours
- Valid driver license, current insurance, and car are required.
- Ability to work with people from diverse racial, cultural, social and economic backgrounds.
- Experience with computers.

### **PHYSICAL REQUIREMENTS:**

During your work hours you may be required to write, talk, hear, see, operate a computer keyboard, clean, lift/move items, and occasionally transport victims you are serving.

### **TO APPLY:**

Please send a cover letter, resume and three references to Erika Boyer-Kern by email: erikab@cadamn.org, mail: P.O. Box 466, Mankato, MN 56002, or fax: 507- 625-9431. For more information, please visit our website at [www.cadamn.org](http://www.cadamn.org) .