



MARTIN COUNTY COMMUNITY ADVOCATE

JOB TITLE:	Community Advocate
PROGRAM:	Community Advocacy
REPORTS TO:	Community Advocacy Manager
FLSA STATUS:	Full-time
HOURS:	8:30am – 4:30pm Monday – Friday with evening and weekend flexibility
LOCATION:	Fairmont, MN

THE START DATE FOR THIS POSITION IS OCTOBER 1, 2019

JOB DESCRIPTION SUMMARY:

The Martin County Community Advocate position with the Committee Against Domestic Abuse, Inc. (CADA) is 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 40 hour/week position and requires 24hr crisis call-out availability for work on evenings, weekends, and holidays on an on-call rotating basis.

JOB DUTIES/RESPONSIBILITIES:

Key Accountability	<i>Direct Service (75%)</i>
Duty Statements	<ul style="list-style-type: none"> ■ Provide client-centered crisis intervention and ongoing advocacy to survivors of domestic violence, stalking, teen dating violence, sexual assault and sex trafficking. ■ Assist client in safety planning for self and/or children. ■ Provide information to clients on issues related to domestic violence, sexual violence, criminal and civil justice process, and/or other relevant information as deemed appropriate. ■ Assist clients in filling out and filing order for protection and restraining order paperwork. ■ Attend domestic and sexual violence court hearings with and/or on behalf of the client. ■ Facilitate and/or co-facilitate domestic violence and sexual violence support groups. ■ Provide 24-hour response to victims at law enforcement centers and hospitals in CADA’s 9-county region on a rotating basis. ■ Assist clients in obtaining basic needs such as food, shelter, clothing, and/or medical care. ■ Provide information and referrals about community resources. ■ Engaging, welcoming, and coaching volunteers and interns
Performance Standards	<ul style="list-style-type: none"> ■ Demonstrates empathy and active listening towards clients, families, and groups. ■ Considers each client as an individual with unique strengths, needs, and barriers. ■ Possess and/or seeks out up-to-date and relevant knowledge regarding domestic violence, sexual violence, and community resources. ■ Assess for safety and provide follow-up safety planning. ■ Demonstrates an awareness of one’s own personal limits and asks for help when necessary.

Key Accountability	<i>Outreach and Community Relationships (15%)</i>
Duty Statements	<ul style="list-style-type: none"> ■ 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.
Performance Standards	<ul style="list-style-type: none"> ■ Maintains professional interactions with community partners and systems representatives. ■ Demonstrates the ability to work cooperatively with community partners, even when conflict arises. ■ Clearly articulates ideas, thoughts, concepts, etc. in written form and/or verbally.

Key Accountability	<i>Administrative (10%)</i>
Duty Statements	<ul style="list-style-type: none"> ■ 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.
Performance Standards	<ul style="list-style-type: none"> ■ Demonstrates ability to summarize, identify major points and document succinctly. ■ Seeks out and attends continuing education related to domestic and sexual violence. ■ Attends and actively participates in all-staff and program meetings.

PREFERRED QUALIFICATIONS:

- 40-hour Sexual Assault certification
- Bilingual language skills

MINIMUM QUALIFICATIONS:

- Ability to maintain professional interactions with community partners and systems representatives
- Ability to work with people from diverse racial, cultural, ability, social and economic backgrounds
- Ensures individual and agency adherence to all confidentiality policies in the interest of clients and safety
- Computer skills and experience using Microsoft Office software
- Valid driver license, current insurance, and car
- Can pass criminal background check
- Resides within the Region 9 area

PHYSICAL REQUIREMENTS:

- Frequently operates a computer and other office productivity machinery such as a calculator, telephone, copy machine, and computer printer
- Occasionally operates a motor vehicle
- Occasionally moves supplies and equipment weighing up to 20 pounds
- Frequently communicates with clients, staff, and community partners in stressful situations. Must be able to exchange accurate information in all situations

CADA is committed to cultural diversity and does not discriminate on the basis of race, color, sex, age, religion, sexual orientation, disability or any other legally protected status.

HOW TO APPLY:

THE DEADLINE FOR APPLICATION MATERIALS IS AUGUST 31, 2019.

To apply for this job, please submit a resume and cover letter. Include the following in your cover letter:

- **Why you want to work for CADA**
- **What interests you about the Martin County Community Advocate position**
- **How your life experience, work history, and/or education prepared you for this role.**

Please submit to Erika Boyer-Kern, Community Advocacy Manager via:

Email: erikab@cadamn.org or

Fax: 507-625-9431 or

Mail: PO Box 466 – Mankato, MN – 56002.