



Job Description:

Advocate for Survivors of Domestic Violence, Children & Youth.

Supervised by

Director of Advocacy & Prevention

General Position Information

40 hours a week - Non-exempt

\$19.00 - \$21.00 an hour DOE (bilingual pay differential offered if fluent/literate in English & Spanish)

Benefits Package includes Dental, Vision, Medical, Alternative Healthcare, Life Insurance, and option of enrolling in a retirement plan. This benefits package is valued at \$8,000 per year.

To apply please send a cover letter, resume and 3 professional references to Lynn Boule at lboule@wafwc.org.

Summary of primary job functions

The Staff Advocate position is part of the Advocacy & Prevention Department which includes the Services for Children & Youth, Family Support Services, Housing & Employment Program and Services for Survivors of Domestic Violence programs.

Under the supervision of the Director of Advocacy & Prevention, the Staff Advocate aids in the implementation of Domestic Violence Services programming including but not limited to 24-hour hotline, individual peer counseling, support groups, legal advocacy, court accompaniment, emergency interim accommodations & transportation, community education, youth violence prevention workshops & presentations, and mentoring for children of survivors/child survivors.

Duties and responsibilities

- To provide crisis intervention support and legal advocacy to survivors of domestic violence, and their children through, the implementation of the 14 standards outlined by the California Emergency Services (CalOES) grant
- To improve the emotional, physical, and economic well-being of women, children and families in Santa Cruz County utilizing a strength-based approach of education, skill building, and support
- To increase awareness and education about domestic violence within Santa Cruz County thereby improving our community response to family violence
- Provide direct service and support to youth and survivors of domestic violence (adults & children)
- Assist with program accountability, data collection and evaluation

- Support services for children & youth and domestic violence services program development and growth
- Develop and maintain relationships with community partners including schools
- Mentor youth
- Special projects and other duties as assigned

Specialized responsibilities: Kids Group Component Lead

- Coordinate the Kids Group component based on department standards
- Supervise volunteers in the Kids Group component, including facilitating regular check in meetings with volunteers
- Maintain Kids Group calendar, group curriculum, intake paperwork and sign-in out sheets
- Act as primarily liaison between parents accessing Kids Group and Walnut Avenue Family & Women's Center
- Participate in developing programs and curriculum for the youth department

Job Specific Knowledge, Skill & Abilities

Walnut Avenue Family & Women's Center complies with ADA including providing reasonable accommodations.

- Regular use of hands, wrists, and finger movements; ability to perform repetitive motion, writing. Ability to operate a computer keyboard and other office equipment
- Ability to sit and/or stand for long periods of time; twisting, bending, pushing, pulling, holding, and lifting up to 40 lbs.
- Ability to hear normal speech, hear and talk to exchange information in person and telephone
- Ability to think and work effectively under pressure; Ability to effectively serve participants; decision making, maintain a concentrated level of attention to information communicated in person and by telephone throughout a typical workday; ability to understand and retain instructions from supervisor in person, by email or by telephone; attention to detail.
- Knowledge of Child and Adolescent Development
- Experience working with children /youth
- Effectively utilize a strength-based, trauma informed approach to provide crisis intervention support, peer counseling, information, and referrals to promote the physical, emotional, and behavioral safety of participants to address both their immediate and on-going needs and goals
- Capacities to assess, prioritize, and manage multiple tasks simultaneously in a fast paced and ever-changing environment with minimal supervision
- Ability to efficiently evaluate and problem solve complex issues

- A strong commitment to working with participants with multiple co-factors including domestic violence, substance abuse, poverty, social oppression, homelessness, and additional factors such as the internalized effects of racism, sexism, homophobia, and other marginalizing issues.
- Knowledge of issues facing multicultural and multilingual communities
- General knowledge about domestic violence and Santa Cruz County community resources
- Knowledge of DVRO process and how to accurately complete paperwork to assist participants in preparing DVRO paperwork as part of a safety plan
- Understanding of criminal and civil legal processes and procedures to support participants with court prep for custody and child support hearings
- Create and maintain participant files
- Ability to maintain a helpful, proactive, non-judgmental, and friendly attitude that strengthens the participant/advocate relationship
- 40-hour state certified Advocate for Survivors of Domestic Violence
- Experience working with Survivors of Domestic Violence.

Agency Specific Knowledge, Skill & Abilities

- English proficiency required (verbal & written)
- All offers of employment at Walnut Avenue are contingent upon clear results of a thorough background check/fingerprinting.
- If this position requires driving on behalf of the agency, a DMV background check will also be required. Presentation of current driver's license and proof of insurance is required upon hire and throughout employment if driving on behalf of the organization.
- Competent computer skills including basic Microsoft Office knowledge
- Commitment to attend staff and department meetings
- Ability to professionally represent the agency through appropriate demeanor and attire
- Capable of working collaboratively and independently
- Maintain a high level of self-awareness and healthy boundaries with participants
- Desire to self-reflect and evaluate personal beliefs, biases, values, attitudes, and actions
- Maintain and practice a comprehensive self-care routine
- Maintain flexibility regarding job roles and duties
- Ability to apply the strength-based model to support volunteers and co-workers
- Ability to manage volunteers including creating a welcoming environment, setting clear expectations, having healthy boundaries, and addressing performance issues
- Capacity to assess, prioritize and manage multiple tasks simultaneously in a fast paced and ever-changing environment with minimal supervision
- Ability to efficiently evaluate and problem solve complex issues
- Fluent and articulate writing abilities
- Commitment to maintain a mutually respectful & supportive work environment that values and empowers team members to collectively accomplish program goals

LGBTQ+ encouraged to apply.

It is the policy of Walnut Avenue Family & Women's Center to provide equal employment, volunteer opportunities and services (EEO) to all persons regardless of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by federal, state or local law.