

**Position:** Domestic & Sexual Violence Advocate

**Location:** Part-time, Windom; Full-time, Jackson

**Reports to:** Assistant Director or Cottonwood-Jackson County Coordinator

**About:** This position will work to advocate on behalf of those who are experiencing or have experienced sexual and/or domestic violence and sexual exploitation/trafficking.

Part-time position must be available a minimum of 20 hours/week. Scheduled hours are Monday-Friday with the potential for the occasional night or weekend, including taking part in the 24-hour Safe Line rotation with other staff. Both positions receive paid time off; Full-time position is benefits eligible.

Interested candidates should send cover letter, resume, 3 professional references and completed SWCC application to Kari Voss-Drost at P.O. Box 111; Worthington MN 56187 or kari@mnswcc.org

**Responsibilities Include**

Victim/Survivor Services

* Provide crisis intervention, advocacy, support, information and referral services to primary and secondary victims of domestic violence and sexual assault.
* Provide assistance and advocacy to victims/survivors during: sexual assault hospital exams, police investigations, court proceedings, and meetings with system personnel.
* Provide access to community resources; maintain high level of knowledge about services available in the community.
* Provide access to transportation for clients.
* Facilitate or co-facilitate support and empowerment groups for survivors.
* Be part of the on-call rotation for the 24-hour Safe Line.

Reporting

* Document client contact and services provided.
* Prepare quarterly statistics reports in a timely fashion
* Make mandated reports as needed in cases of suspected child abuse or child neglect to Child Protection.

Collaboration and Outreach

* Participate in collaborative meetings and councils.
* Conduct 4 presentations per year to community agencies or systems personnel on topics related to SWCC services, domestic violence, or sexual assault.
* Maintain SWCC presence in the county by:
	+ Providing community agencies brochures and Safe Line cards on a consistent basis.
	+ Collaborate with SWCC staff to plan programs for Stalking Awareness Month, Teen Dating Violence Awareness Month, Sexual Assault Awareness Month and Domestic Violence Awareness Month.

Qualifications:

* Sensitivity to the rights of victims
* Possess a strong sensitivity to a wide variety of cultures and beliefs
* Align with the mission of the SWCC and commit to following protocols and procedures for best practices as it relates to crime victim services.
* Possess a strong sense of professionalism as it relates to client confidentiality and interactions with co-workers, systems professionals, and other staff
* Maintain a clean, reliable vehicle with insurance and possess a valid MN Driver’s License and clean driving record.
* Ability to travel within a 60-mile radius for direct services and state-wide for trainings.
* Ability to be self-motivated, take direction, and have open communication with colleagues
* Successful completion of a criminal background check
* Training is provided, must complete 40 Hour Sexual Assault Training and Domestic Violence Advocacy Training.

The Southwest Crisis Center is an EOE and seeks candidates with diverse backgrounds who can provide services to a wide range of people.