



<b>Position:</b>	Direct Service Advocate
<b>Compensation:</b>	Starting at \$20/hr
<b>Benefits:</b>	Generous paid time off, 100% employer paid health and dental insurance for employee, FSA/HSA, optional retirement plan
<b>Hours:</b>	1 FTE @ 40 hours/week, including some nights and weekends
<b>Responsible to:</b>	Director of Services

**Position Purpose:**

The Direct Service Advocate will provide advocacy services to shelter and drop-in clients at The Harbor's Advocacy Center. Services reflect our mission to provide advocacy, prevention, and support to promote self-determination and hope for survivors of domestic violence, sexual violence, and stalking.

We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We encourage those who meet the basic requirements of the position to apply regardless of whether you meet every criteria. All persons of every race, ethnic background, spiritual belief, economic status, gender identity, sexual orientation, age or personal ability, are equally affirmed into membership, leadership and employment at The Harbor and are joyfully welcomed

**Scope of Duties:**

With support from the Director of Services, work towards the goals of the Advocacy Program, including creating and maintaining a confidential, safe, and supportive space for survivors and their family members; providing one-on-one advocacy services that may include safety planning, crisis intervention, peer support, and information and referral; connecting survivors to other social services and resources; and sharing the work of The Harbor with community members and partners.

**General Responsibilities:**

- Provide confidential, trauma-informed, culturally responsive services to survivors that promote positive outcomes in alignment with Advocacy Program goals.
- Provide one-time and on-going case management advocacy to survivors of domestic and sexual violence.
- Provide occasional on-call advocacy for in-person emergency response.
- Work with participants to develop personalized safety plans.
- Utilize standardized screening tools to connect participants with resources for shelter and housing, the Crime Victims Compensation Program, and the Address Confidentiality Program.
- Maintain accurate participant files.
- Stay informed of community resources and coordinated community responses.
- Receive continuing education and training regarding serving survivors of domestic and sexual violence and stalking.

- Serve as a visible spokesperson and advocate for The Harbor’s mission and programs in the community.
- Attend weekly required all-staff meetings.
- Other tasks and projects as assigned.

**Required Qualifications & Experience:**

- Core values compatible with those of The Harbor, including a personal and professional commitment to diversity, equity, and inclusion, and anti-oppression work.
- Ability to maintain confidentiality.
- Strong verbal and written communication skills.
- Demonstrated ability to problem solve and be proactive.
- Ability to prioritize a multitude of tasks and handle a variety of projects simultaneously.
- Basic computer technology skills, including Microsoft Office programs. Ability to learn new technology systems and implement within scope of duties.
- Must have transportation, current insurance coverage, and a valid driver's license. Background check and DMV Driving Record review required.

**Preferred Qualification & Experience:**

- Bilingual and/or bicultural.
- Demonstrated ability to remain calm, make sound decisions, give clear direction, and provide strong leadership in crisis situations.

\_\_\_\_\_  
 \_\_\_\_\_  
 Date

Staff Signature

\_\_\_\_\_  
 \_\_\_\_\_  
 Signature Date

Supervisor

\_\_\_\_\_  
 \_\_\_\_\_  
 Signature Date

Executive Director