



## Employment Opportunity: **SURVIVOR ADVOCATE**

### OVERVIEW

The Survivor Advocate is a valuable member of the Advocacy Program. The Survivor Advocate supports First Step's mission by providing trauma informed crisis intervention, confidential support, information, and resources to survivors of domestic violence.

The Survivor Advocate will work under the supervision of the Advocacy Program Coordinator to assist in the continued development and implementation of First Step services.

First Step provides comprehensive training and supervision to all employees.

First Step works hard to create a workplace that is dynamic. We encourage people with diverse identities and experiences who are excited about equity and social justice to apply.

### LOCATION:

All First Step sites; Ability to travel between agency sites and other established safe locations as needed.

### REPORTS TO:

Advocacy Program Coordinator

### POSITION TYPE

Full-time, 37.5 hours/week, hourly pay

### PAY RANGE:

\$23 / Hour

### SCHEDULE:

Weekdays. Some evenings with occasional on-call shift, evening or weekend required.

### START DATE:

Immediate

**TO APPLY:** <https://www.firststep-mi.org/jobapplication/>

*No phone calls or emails please.*

### RESPONSIBILITIES

- Conduct initial in-take through crisis-management with survivors
- Empower and engage clients by providing client-specific advocacy, safety planning
- Identify barriers to services and advocate on the client's behalf
- Meet identified client needs including information, resources and referrals to other service providers as needed while protecting the client's confidentiality and rights
- Willingness to keep Supervisor informed about high-risk client situations
- Accurately maintain client records, service statistics and case examples for reporting purposes
- Consistently and accurately complete entries into agency database
- Assist as needed with the Crisis Response Program
- Commitment and ability to represent agency in various community settings
- Understand and support First Step's philosophy of empowerment, education, and prevention of violence
- Support and carry out First Step's mission, vision, and values

### QUALIFICATIONS

- BSW/BA in Human Services recommended or equivalent experience, Master's degree/MSW a plus
- Significant experience working within the context and dynamic of domestic violence and sexual assault
- Experience and capability to manage and respond to crisis situations with professionalism and empathy
- Experience and ability to work effectively with people from diverse racial, economic, and cultural backgrounds
- Must have empathy and passion for working with survivors using a client-centered approach
- Must be able to maintain professional boundaries, high level of confidentiality and comply with all agency policies and procedures
- Proficient in and comfortable with various computer programs as deemed necessary
- Highly organized with excellent oral, written, and active listening and reflective conversation skills
- Ability to lift 30 pounds on occasion
- Bilingual a plus

### REQUIREMENTS

Must be at least 18 years old and satisfy criminal background checks, DHHS child abuse registry check, sex offender registry check, driving check. Must have and maintain a valid MI driver's license, excellent driving record, reliable transportation, and current auto insurance. These requirements will be re-checked throughout employment.

### BENEFITS

Option for agency provided health, dental, optical insurance after 60 days. Agency provided life insurance and long-term disability insurance after 60 days. Employee Assistance Program. Additional voluntary insurance benefits and Dependent Care FSA available after 60 days. Employer contribution to 401k. Annual paid time off and floating holidays. Accrued paid flex time. Agency closure days off with pay.