



Stand Up Placer, Inc. – Job Description

Position:	Safe House Advocate
Reports To:	Safe House Manager
Location:	Stand Up Placer Safe House
Job Status:	Non-Exempt, Full Time, \$15/hour Plus \$1.00 per hour Safe House differential.

ABOUT STAND UP PLACER

Stand Up Placer provides comprehensive services to Placer County survivors of domestic violence, sexual assault, human trafficking and their non-offending family members. Our mission is to save lives by empowering survivors and educating communities to stand up to domestic violence, sexual assault and human trafficking

POSITION SUMMARY

The Stand Up Placer Safe House Advocate facilitate trauma informed services in the safe house for survivors and their non-offending family members. Safe House Advocates provide weekly case management, assistance in obtaining emergency food, clothing, transportation, individual and group counseling, and legal advocacy and accompaniment. Services provided by a Safe House Advocates are facilitated both in person and on the crisis line.

ESSENTIAL RESPONSIBILITIES MAY INCLUDE THE FOLLOWING:

- Provide emergency and supportive services to survivors accessing the crisis line and residing in the safe house, including, but not limited to: crisis intervention, advocacy, case management, accompaniment services, safety planning emergency food and clothing, access to emergency and long term housing, and therapy
- Participate in mandatory interagency trainings and meetings
- Respond to Human Trafficking, Domestic Violence/Sexual Assault crisis line calls
- Accurately and thoroughly document interactions with safe house residents and crisis callers
- Work on house or program needs during downtime
- Connect survivors with appropriate resources
- Maintain confidentiality related to program offerings

- Meet agency standards in regard to professionalism, safety and service delivery when interacting with clients, community members, agency staff and the general public
- Onsite childcare as needed.

QUALIFICATIONS

- Set and maintain appropriate boundaries
- Relate effectively with professionals, the community and clients
- Ability to address crises and problem-solve effectively
- Awareness of and sensitivity to the cultures represented in Placer County
- Able to prioritize and handle multiple tasks if needed
- Capable of maintaining data needed for grant/inter-agency reporting
- Solid written and oral communication skills required.
- Ability to organize time effectively and work on a variety of projects
- High level of accuracy, organizational skills, and ability to handle multiple tasks
- Ability to work with minimal supervision;
- Schedule may require nights and weekends and holidays
- Valid California Driver's license and reliable transportation, including vehicle insurance.
- 60 Units of college level coursework in child development, psychology, social science, or related field, or at least two years' combination of education and experience.
- Bilingual Spanish Preferred
- Fingerprint clearance required
- Completion of Crisis Intervention Training (post hire requirement)

ESSENTIAL PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

DISCLAIMER STATEMENT

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

COMPENSATION AND BENEFITS

Compensation is commensurate with experience. Benefits include health insurance with Flexible Spending Account, 401K, paid vacation, sick time, and 13 paid holidays per year.

TO APPLY

Applications will be accepted until this position is filled. Qualified applicants should send resume, cover letter and professional references to Marianne Nodes, at marianne@standupplacer.org with Safe House Advocate in the subject line. Please indicate how you heard about this position.

Stand Up Placer is an equal opportunity employer. For more information you can visit our website at www.standupplacer.org

Acknowledgement

I have read the contents of this job description and understand this document is not a contract for employment. Further, I understand that if hired, my employment with STAND UP PLACER (Agency) is at-will, and that I or the agency may terminate my employment at any time with or without cause or notice.

Employee Signature

Date

Supervisor's Signature

Date