



Stand Up Placer, Inc. – Job Description

Position: Service Office Advocate
Reports to: Program Coordinator
Location: Stand Up Placer Drop-In Center, Safe House, Placer County Community
Job Status: Non-exempt, \$15/hour, full time 40 hours/week

ABOUT STAND UP PLACER

Stand Up Placer provides comprehensive services to Placer County survivors of domestic violence, sexual assault, human trafficking and their families. Our mission is: Saving lives by empowering survivors and educating communities to stand up to domestic violence, sexual assault and human trafficking.

POSITION SUMMARY

The Stand Up Placer Service Office Advocate will provide both direct services to survivors and their families, and conduct outreach, education, and training for staff, volunteers, agency partners and the community. This position will also provide direct services to sexual assault and domestic violence survivors when appropriate. The Service Office Advocate will develop additional community outreach opportunities and will work with the existing human trafficking team to expand upon and improve the human trafficking services program for survivors of human trafficking.

ESSENTIAL RESPONSIBILITIES MAY INCLUDE THE FOLLOWING:

- Through research, training, and collaboration, become a subject expert on Domestic Violence, Sexual Assault and Human Trafficking
- Provide emergency and supportive services for sex trafficking victims, including crisis intervention, emotional support, advocacy, accompaniment services, safety planning, workshops, and classes
- Create and facilitate trainings with an emphasis on sex trafficking, domestic violence and sexual assault
- Develop strategies and create outreach tools for education and awareness in the community
- Provide back-up accompaniment services during business hours
- Conduct community awareness activities
- Establish and maintain professional relationships with other service providers
- Maintain confidentiality related to program offerings
- Conduct evening/weekend activities as appropriate; ability to have a flexible work schedule
- Conduct basic office tasks and assist walk-in clients as appropriate
- Accompany Law Enforcement with HT operations as needed
- Facilitate Support groups weekly

QUALIFICATIONS

- Ability to address crises and problem-solve effectively
- Ability to work under pressure, manage and meet deadlines; excellent organizational skills
- Knowledge of the legal rights of victims and the civil and criminal legal systems is preferred

- Ability to work sensitively with traumatized and diverse populations
- Experience or willingness to conduct presentations and trainings to large groups of people
- Effective communication skills with clients, co-workers, and community partners
- Strong professional boundaries with clients is required
- Working knowledge of Microsoft Office Suite, PowerPoint or Prezi
- Reliable transportation, valid California Driver's License and proof of insurance
- Fingerprint clearance required
- Completion of Stand Up Placer's 72-hour Crisis Intervention Training (post-hiring requirement)
- This job is required to complete an additional 40 hours of training specific to Human Trafficking as a post hiring requirement.
- Bilingual/bicultural preferred- Spanish

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. Strong professional boundaries with clients is required.

COMPENSATION AND BENEFITS

Compensation is commensurate with experience. Benefits include health insurance with Flexible Spending Account, 401K with 3% company match, paid vacation, sick time and holidays.

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 Service Office 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