

Klamath Advocacy Center

Position Description or Job Announcement

Job Title:	Co-Located Advocate DHS	Salary:	\$18.00 - \$20.00 (1.0 FTE)
Reports To:	KAC Executive Director	Classification:	Hourly, Non-Exempt
Location:	Klamath Falls, OR	Status:	1.0 FTE, Full Time, Regular w/benefits
		Benefits:	PTO, Medical Stipend, up to 3% IRA Match

Position Summary: The Co-Located Advocate reports to the Executive Director and will work partly out-stationed at the Department of Human Services (DHS). The Co-Located Advocate will work directly with survivors and work collaboratively with local community partners to ensure accessible, meaningful services. The advocate will help to identify barriers that may limit individuals from accessing services. The Co-Located DHS Advocate provides consultation and technical assistance to DHS workers who have identified a client who has experienced domestic abuse in order to support the survivor and ensure safety. This position does not have any supervisory responsibilities.

Position Responsibilities: Advocates offer survivors information, emotional support, and help finding resources and filling out paperwork. At times, advocates may go to court with survivors. Advocates may contact organizations such as criminal justice or social service agencies, to coordinate services for survivors. Advocates staff crisis hotlines, run support groups, and provide in-person support.

Essential Functions:

- Provide direct services and system navigation to survivors of domestic violence, sexual assault, trafficking, and stalking.
- Collaborate with DHS staff to ensure survivors receive available services and resources.
- Increase DHS staff's capacity for responding to the health and safety needs of survivors and their children through case consultation and education.
- Facilitate and maintain a safe, supportive, and trauma-informed environment for survivors and their children.
- Provide individualized safety planning.
- Ensure client records are kept in accordance with agency standards.
- Collect survivors' statistical data for monthly and quarterly reporting.
- Attend organization and community meetings as appropriate.
- Provide in-person advocacy and accompaniment during forensic exams.
- Ability and willingness to be on-call, work weekends and evenings, and willing to travel.
- Work to establish effective, positive, and ongoing relationships with community partners.

Additional Duties:

- Provide support with the agency clothing closet.
- Provide support with the monthly food bank deliveries.

Other Duties:

- Other duties as assigned by the Executive Director.

Standards of Conduct:

- Consistently exhibit professional behavior and a high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during regular business hours.
- Effectively plan, organize workload, and schedule time to meet workload timelines and demands.
- Maintain a clean and well-organized workstation and office environment.
- Exercise judgment and initiative in the performance of duties and responsibilities.

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- Work cooperatively with all levels of management and with all KAC staff.
- Treat KAC colleagues, board members, partners, and people with dignity and respect and show consideration by communicating effectively.
- Participate willingly in KAC activities.
- Abide by KAC policies, procedures, and structure.
- Research and, with the approval of the supervisor, attend training as needed to improve skills that enhance overall capabilities related to job performance.

Qualifications:

Education & Required Training Certifications/Credentials

- Associate's Degree in social work or related field **OR**
- Minimum of 2 years of work experience directly working in a social services program or agency.
- Experience working with survivors/victims (preferred)

Required Knowledge, Skills/Experience, Abilities

- Ability to represent the mission and values of the Klamath Advocacy Center.
- Knowledge of domestic violence, sexual assault, trafficking, and stalking dynamics.
- Ability to work independently, self-motivated, take initiative and is self-directed to promote operation and organizational needs.
- Strong organizational and computer skills.
- Ability to advocate for clients.
- Cultural responsiveness; recognition of and respect for diversity.
- Creative and innovative thinking.
- Strong problem-solving abilities.
- Attention to detail, strong organizational and time management skills,
- Ability to work as an individual and as part of a team
- Ability to handle multiple priorities and remain calm in stressful situations,
- This position is required to maintain confidentiality and dedication to continual improvement are essential to this position.
- Must be willing to travel.

Other Requirements:

- Experience working with survivors/victims preferred.
- ***Valid driver's license, insurance and access to regular transportation required.***
- ***Criminal background check required; comply with agency drug and alcohol policies.***
- Must comply with all Klamath Advocacy Center and DHS policies and safety regulations.
- Agree, in writing, to maintain confidentiality of clients, staff, Klamath Advocacy Center and DHS agency always.

Probationary Introductory Period

For evaluating job performance, knowledge, skills, abilities and suitability, external applicants must agree to serve a minimum three-month introductory period during which time their employment can be terminated at will. Additionally, internal applicants must agree to serve a minimum three-month probationary period when job description changes significantly.

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Work Conditions

Physical Demands

This position:

- Frequently involves sedentary work (exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body)
- Occasionally involves light work (exerting up to 20 pounds of force and/or up to 10 pounds of force and/or a negligible amount of force to move objects)

Physical Requirements

This position:

- Consistently requires the ability to receive detailed information through oral communication and expressing or exchanging ideas or important instructions accurately, loudly, or quickly
- Constantly requires working with fingers, rather than the whole hand or arm
- Constantly requires repetitive movement of the wrists, hands, and/or fingers
- Often requires walking or moving about to accomplish tasks
- Occasionally requires standing and/or sitting for sustained periods of time
- Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hands and arms
- Occasionally requires raising objects from a lower to a higher position, or moving objects horizontally
- Occasionally requires stooping, which entails the use of the lower extremities and back muscles
- Infrequently requires crouching

Typical Environmental Conditions

The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Travel Requirements

Local travel and/or overnight travel outside of the area may be requested. Travel is typically 1-3 times a year.

Disclaimer

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel so classified.

***To apply for this position, please send resume, cover letter and three professional references to
christy.d@klamathadvocacycenter.org***