

# RURAL HUMAN SERVICES JOB DESCRIPTION

Revision Date 6/11/18

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| <b>JOB TITLE:</b> HH Prevention Advocate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                      | <b>DEPARTMENT:</b> Harrington House |
| <b>LOCATION:</b><br>Harrington House                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> part-time:<br><input type="checkbox"/> full-time | <b>DATE APPROVED:</b>               |
| <b>REPORTS TO:</b><br>Title: HH Program Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                      |                                     |
| <b>SHIFT:</b> Days and Times may vary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                      |                                     |
| <b>GENERAL DESCRIPTION</b> ("WHAT THE JOB IS CREATED TO DO")<br>The Domestic Violence Prevention Advocate is responsible for improving the services and resources available for youth experiencing domestic violence and presenting prevention information to the community. Facilitating domestic violence education at schools, businesses, and with community partners as well as and coordinating domestic violence education through community collaboration.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                      |                                     |
| <b>ESSENTIAL DUTIES</b> (What do you have to be able to do to achieve the desired results of your job?) Consider how will the performance of the job be measured in listing the duties? <ol style="list-style-type: none"> <li>1. Ability to work directly, one on one with youth through presentations, group facilitation and individual peer sessions.</li> <li>2. Facilitate and coordinate weekly dating abuse prevention groups and activities.</li> <li>3. Responsible for maintaining current and accurate information regarding domestic violence, victim legal rights, and responsibilities.</li> <li>4. Work closely with the Shelter Manager and Program Director to plan and implement DV education and outreach and community collaboration.</li> <li>5. Maintain documentation and reports as needed, of all client contacts and service delivery for program monitoring.</li> <li>6. Work closely with parents, school counselors, and/or administration either in house or within community to arrange appropriate referrals to services, conduct education seminars and coordination of prevention events in community.</li> <li>7. Identify and prioritize objectives and coordinate activities for successful completion of assigned duties.</li> <li>8. Communicate openly and effectively with supervisory and program staff to assure accuracy and clarity of client information.</li> <li>9. Attend additional trainings and monthly in-service meetings as required.</li> <li>10. Attend and facilitate events to create DV awareness.</li> <li>11. Perform routine procedures such as client intakes, assessments, referrals, client needs and discharges.</li> <li>12. Provide crisis intervention and peer counseling.</li> <li>13. Maintain confidentiality of client information.</li> <li>14. Participate in other tasks essential to residential and business center program maintenance and development, as assigned.</li> <li>15. Other duties as assigned</li> <li>16. Ability to lift 20lbs and perform daily physical duties as needed for Harrington House and as assigned.</li> </ol> |                                                                                      |                                     |
| <b>QUALIFICATIONS</b> <ol style="list-style-type: none"> <li>1. Certified in the 40-hour Domestic Violence Training or ability to obtain certification.</li> <li>2. Knowledge of English grammar, usage and spelling and perform excellent writing, grammar, spelling, and punctuation skills.</li> <li>3. Able to pass a background check, drug screening test and DMV driving record.</li> <li>4. Possession of a valid California driver's license, automobile insurance and have personal reliable vehicle for transportation to meetings.</li> <li>5. High School Diploma or G.E.D. required. An Associate Degree with an emphasis on behavioral science with equivalent training and/or documentable experience commensurate with the position is a plus.</li> <li>6. Knowledge and strong experience with computer programs a must; especially Microsoft programs; Outlook, PowerPoint, Excel and Word.</li> <li>7. Web research, media research and social media knowledge mandatory with ability to maintain up to date information on DV in these avenues.</li> <li>8. Prior experience working in social services, victim services or other advocacy-oriented agencies.</li> <li>9. Ability and willingness to participate in additional training for skill improvement.</li> <li>10. Ability to use time efficiently to meet agency reporting requirements and deadlines.</li> <li>11. Ability to respond reliably and consistently under pressure.</li> <li>12. Ability and willingness to communicate and work effectively with supervision and staff as a team member, as well as independently.</li> <li>13. Empathy and understanding of issues addressed in the Harrington House mission statement.</li> <li>14. Bilingual a plus.</li> <li>15. CPR-First Aid Certified and Serv Safe Certified.</li> </ol>                                                                                                                                                                                                                                                                                                |                                                                                      |                                     |

Signature: \_\_\_\_\_

Date: \_\_\_\_\_