



...a domestic, sexual, and dating violence prevention and intervention program

MY SISTERS' PLACE JOB DESCRIPTION

JOB TITLE:	Support Service Provider (Court Advocate)
REPORTS TO:	Lead Support Service Provider
EMPLOYMENT STATUS:	Full-Time, requires some weekend and holiday hours
COMPENSATION:	\$13.00-\$15.00, Depending on Qualifications & Experience; Nonexempt
PURPOSE/OBJECTIVE:	The Support Services Provider is responsible for coordinating support, advocacy, and outreach services to survivors of interpersonal violence involved with the justice system.
RESPONSIBILITIES:	

1. Provide advocacy, safety planning, and support for individuals experiencing interpersonal violence that are involved in the justice system.
2. Stay updated on community information and referrals to provide to clients, both directly and over the telephone.
3. Assist with completion of protective order applications.
4. Assist with shelter resident activities and meetings in conjunction with Shelter Manager and Shelter Advocate.
5. Ensure compliance to Policies in collaboration with all staff.
6. Assist clients to obtain appropriate resources from all agencies and service providers.
7. Respond to crisis calls and after-hours emergencies, when scheduled.
8. Provide transportation, as needed.
9. Appropriately handle crisis line calls and in-person requests for assistance.
10. Maintain appropriate contact with clients.
11. Understand and follow MSP policies and procedures.
12. Assist in developing internal resources for the organization as they pertain to court advocacy services.
13. Work closely with community partners to identify and respond to needs specific to survivors experiencing interpersonal violence.
14. Work with other staff members as a team.
15. Attend staff, agency, and community meetings, as necessary.
16. Attend required trainings and conferences, some of which may be out of town.
17. Develop and maintain relationships with community resources.

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18. Inform other programs on domestic violence and MSP programs.
19. Support activities that enhance public awareness and fundraising campaigns and events.
20. Assist with monthly, quarterly and annual reports in a timely and accurate manner.
21. Other duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Required:

- Demonstrated ability to understand and maintain confidentiality. This includes shelter location, client, staff, records, and processes.
- Demonstrated ability to maintain appropriate logs, both on computer and hand-written.
- Demonstrated ability to set, and abide by, appropriate boundaries.
- Successfully pass criminal history background check.
- Complete new staff training and probation within six-month period.
- Ability to work closely with law enforcement and government agencies.
- Must have valid license, vehicle insurance, and dependable transportation to serve all of Lincoln County.
- Be available to work flexible hours, including occasional weekends and evenings.
- Demonstrated ability to show empathy and sensitivity to victims' issues and needs.
- Possess good written and verbal communication skills and demonstrated ability to develop and conduct engaging and informative public presentations.

Preferred:

- Preference in hiring and salary will be given for bilingual/bicultural individuals (primarily Spanish-Speaking individuals).
- Demonstrated experience working with individuals who have experienced domestic violence, sexual assault and homelessness.
- Demonstrated ability to work with people in crisis, and utilize innovative problem-solving skills.
- Demonstrated familiarity with issues of domestic and sexual violence, as well as the societal and historical conditions surrounding abuse and oppression of women and minorities.
- Demonstrated ability within the civil and criminal justice systems.

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