

**Job Description**

# POSITION: Youth Advocate/Educator

# STATUS: Full-time from September through May, summer hours as needed (hourly at regular rate of pay), benefits eligible

# REPORTS TO: Community Education Program Manager

# SALARY: Minimum $33,750 base + hourly rate for any hours worked in the summer

**POSITION SUMMARY:** The Youth Advocate/Educator is responsible for implementing domestic violence and sexualassault awareness and educational efforts and providing direct client services in individual and group settings with an emphasis on youth and their families.

# RESPONSIBILITIES:

## Client Services

* Facilitate evidence-based and trauma-informed support groups for youth.
* Provide trauma-informed supportive counseling, advocacy, safety planning, and resources to youth and adult survivors of current and/or past domestic/dating violence and/or sexual assault, as assigned.
* Provide in-person emotional support, information, advocacy and referrals for program participants to achieve safety and self-sufficiency.
* Provide shelter support and shift coverage as needed.
* Other duties as assigned.

## Awareness & Education

* Deliver and help develop evidence-informed awareness presentations for youth.
* Present to the general adult population (civic groups, church groups, etc.) on topics such as Hope House services, domestic/dating violence, sexual assault, child abuse, and teen dating violence.
* Provide students written responses to their anonymous questions during presentations.
* Ensure warm referrals to other Hope House advocates and service providers as appropriate.
* Provide education to professionals (business managers, health and human services, daycare providers, health care providers, school staff, etc.) on topics such as screening for domestic violence, child abuse, trauma-informed care, and supporting youth exposed to domestic violence.
* Assist staff and community partners in planning and implementing awareness events and activities during Domestic Violence Awareness Month (Oct), Teen Dating Violence Awareness and Prevention Month (Feb), and Sexual Assault Awareness Month/Child Abuse Prevention Month (April).
* Staff interactive awareness booths at community events as assigned.
* Assist in providing education online, such as on the agency website, through the monthly e-bulletin, and on social media, as assigned.
* Attend community meetings, as assigned, to promote the awareness of domestic violence and sexual assault.
* Other duties as assigned.

## On Call Rotation

* Respond to requests from hospitals, health care providers, law enforcement and human services departments to provide direct client services for victims/survivors. Provide accompaniment for victims/survivors as requested.
* Respond to law enforcement requests for advocacy services including victim interviews, Lethality Assessment Protocols, and faxed/email referrals.
* Provide emergency transportation to clients entering shelter when safe to do so and no other option is available.
* Provide shelter shift coverage on-site in the event the staff regularly scheduled is not able to work.
* **Administration**
* Attend and actively participate in staff and agency meetings.
* Complete and submit grant and program reports as required.
* Adhere to agency policies, procedures and work rules.
* Proactively engage in behaviors and activities that promote a safe, clean, productive work environment.
* Foster an atmosphere of respect, cooperation and positive energy among co-workers and supervisors.
* Other duties as needed or assigned.

# QUALIFICATIONS:

## Education/Experience:

* Education and experience equivalent to a Bachelor’s degree, and, two years of professionally supervised experience related to the position are required.
* Excellent public speaking skills; experience developing and presenting educational workshops.
* Outstanding oral and written communication skills.
* Experience working with diverse populations.
* Ability to maintain high level of confidentiality is essential.

# PHYSICAL DEMANDS:

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.

* While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear, walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to smell.
* The employee must occasionally lift and/or move up to 50 lbs.
* Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

# WORK CONDITIONS:

The work conditions for this job description are:

* This position is based at the Resource Center in Baraboo. Travel throughout the 5 county service area and Dane county is required occasionally.
* Access to reliable transportation and travel are required to perform essential duties. Must maintain valid Wisconsin driver’s license. Obtains and maintains the required motor vehicle liability insurance requirements and an acceptable motor vehicle record.
* Must pass criminal background check.
* Flexible work hours are required to accommodate for after-hours/weekend speaking engagements, volunteer groups, meetings and community events.

*This information indicates the general nature of work and level of responsibility for this position. It is not intended to be a comprehensive list of duties and responsibilities. Hope House strives for a fully inclusive work environment and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, familial or marital status, and/or with regard to public assistance or any other characteristic. Hope House is an Equal Opportunity Employer.*