

## Advocacy Counseling Coordinator

**Reports To:** 24-Hour Services Manager

**Salary:** This is a 1.0 FTE non-exempt position with a starting salary of \$37,141—\$42,714 per year

---

**Benefits:** DVSAS offers employee medical benefits, retirement, an employee assistance program, paid sick leave, and paid vacation.

*DVSAS is committed to respecting and reflecting diversity.*

*Survivors are encouraged to apply.*

---

### DVSAS Mission

The mission of DVSAS is to support individuals affected by domestic violence sexual assault, and sexual exploitation, and to lead the community toward ending those abuses of power.

### Position Summary

The Advocacy Counseling Coordinator position focuses on ensuring that survivors accessing domestic violence, sexual assault, and sexual exploitation walk-in and helpline services receive crisis intervention, information and referral services, and basic medical and legal advocacy. Advocacy Counseling Coordinators function as members of the service delivery team and have the authority to make day-to-day decisions about client cases and to help interns and volunteers provide professional, meaningful services. On-call hours on holidays, evenings, and weekends are required.

### Responsibilities

*The duties of this position include and are not limited to the following:*

#### *Client Services*

- Provide direct support for adult, adolescent, and child victims of domestic violence, sexual assault, and sexual exploitation, including crisis intervention, safety planning, emotional support, parenting support, and advocacy.

# Employment Opportunity

- Interact with all survivors utilizing trauma-informed care and harm reduction models of services.
- Provide direct services for 24-hour helpline callers and walk-ins, including in-person advocacy for survivors receiving forensic exams at the local hospital.
- Take on-call shifts on a rotating schedule.
- Coordinate immediate services for walk in clients and helpline callers.
- Provide first line back-up support to volunteers and interns who are on daytime help line shifts.
- Be enthusiastic and solution oriented to meet diverse survivors.
- Model and maintain professional boundaries with clients.

## *Administration and Program Support*

- Adhere to agency policies and practices including confidentiality, mandatory reporting, and ethical standards.
- Maintain professional relationships with community service providers and up-to-date information on community resources.
- Maintain accurate and up-to-date record-keeping for all client services and outreach activities.
- Demonstrate a team-oriented approach by attending Program Team meetings and All-Staff meetings.
- Oversee the entry and documentation of the services provided by volunteers and interns on day-time helpline shifts and ensure that follow-up services and referrals are complete.
- Participate in and present Advocacy Core Training sessions as assigned.
- Complete other duties that relate to the mission of DVSAS and the goals of this position as needed.

## **Qualifications & Requirements**

- BA or BS Degree in Human Services or a related field or 2 years of experience preferred (equivalencies will be considered).
- Understanding of domestic violence and sexual assault and a strong desire to work with survivors.
- Experience providing empowerment-based models of support including harm reduction and trauma-informed care.

# Employment Opportunity

- Knowledge of local community service agencies.
- Completion of (or willingness to complete) 53-hour advocacy core training.
- Competence in basic office management, record keeping, and computer skills.
- Initiative to learn and enhance skills that promote equity and an understanding of oppression and its impact on domestic and sexual violence.
- Positive problem-solving attitude with a willingness to provide and seek feedback from team members.
- Ability to work independently and as part of a team.
- A valid driver's license, insurance, and a clean driving record.
- Commitment to respecting individual differences and serving diverse populations.
- Excellent verbal and written communication skills.
- Passion for ending gender-based violence.
- Individuals with additional language fluency in Russian, Spanish, sign language, or other locally relevant languages are preferred and will receive a 5% salary range premium after a successful probationary period.
- DVSAS is committed to respecting and reflecting diversity. Survivors are encouraged to apply.

**Work Environment:** Office and community-based settings, including school setting. Ability to work in moderate noise environments including, but not limited to: paging, telephones, human voices, music. Partial work from home opportunities available.

**Important Disclaimer:** Employees are expected to act in the best interest of DVSAS and the clients we serve, even if doing so requires actions or responsibilities not listed in the above job description. The above statements are intended to describe the general nature and level of work being performed by those assigned to this job. They are not intended to be an exhaustive list of all duties and responsibilities required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned which are not considered essential and may not be listed here.

## How to Apply

Submit a cover letter, resume, and application (found at <https://www.dvsas.org/get-involved/employment-opportunities/>) to [employment@dvsas.org](mailto:employment@dvsas.org)