

Advocacy Counseling Coordinator

Reports To: Program Manager

Salary: This is a 1.0 FTE non-exempt position with a starting salary of \$42,800 - \$47,222 per year. Full salary range is \$42,800 - \$56,065.

Benefits: Employee medical & dental benefits, 2% retirement match, employee assistance program, sick leave, generous vacation, and 13 paid holidays.

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 Coordinator ensures that individuals accessing domestic violence, sexual assault, and sexual exploitation services receive crisis intervention, information and referral services, and basic medical and legal advocacy. Advocacy Coordinators also support volunteers and interns to provide professional, meaningful services.

Responsibilities

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

Client Services

- Provide direct support for survivors of domestic violence, sexual assault, and sexual exploitation; including crisis intervention, safety planning, emotional support, legal advocacy and medical advocacy.
- Coordinate immediate services for walk-in clients and helpline callers at DVSAS downtown support center, and in DVSAS Safe Housing Program as needed.
- Provide civil legal advocacy services at the Whatcom County Courthouse.
- Interact with all survivors utilizing trauma-informed care and harm reduction

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models of services.

- Provide after-hour helpline coverage with other program staff on a rotation, responding to after-hours helpline phone calls and in-person response to pediatric and adult forensic exams at the hospital.
- Support volunteers and interns who are on daytime helpline shifts.
- Model and maintain professional boundaries with clients.

Administration & 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 and sexual violence and completion upon hire of the DVSAS Advocacy Core Training or equivalent.
- Strong desire to work with survivors – survivors are encouraged to apply.
- Exceptional organizational and communication skills.
- Experience and knowledge of relevant community resources.
- Access to reliable transportation, a current driver's license, and vehicle insurance.
- Experience providing empowerment-based models of support including

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harm reduction and trauma-informed care.

- 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 seek and provide feedback from team members.
- Ability to work independently and as part of a team.
- Commitment to respecting individual differences and serving diverse populations.
- 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.

Work Environment: Office and community-based settings, including hospital 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