

# Advocate

## Job Description

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<b>Title:</b>	Advocate
<b>Reports to:</b>	Director of Sexual Assault Services
<b>FLSA Status:</b>	Non-exempt
<b>Wages:</b>	\$22.36 per hour
<b>Job Type:</b>	Full-time; .75FTE
<b>Location:</b>	San Diego, Pacific Beach (Coastal)

***CCS is an equal opportunity employer that strives to create an inclusive environment and a diverse workforce from all backgrounds, abilities, and cultures.***

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### **Summary:**

### **Essential Functions:**

- Provide crisis intervention, individual peer counseling, advocacy, accompaniment (forensic exams, detective interviews, and court), referrals, follow-up services and ongoing support to SA, IPV, and stalking survivors throughout San Diego County.
- Direct services to survivors include empowering, client-centered problem-solving; education on choices and rights; and linkages to a wide range of services.
- Coordinate and/or provide SA services in conjunction with the countywide Sexual Assault Response Team (SART), local law enforcement, and District Attorney's Office.
- Organize and prioritize daily services and responsibilities to ensure client needs are met.
- Promote the safety and well-being of clients by modeling and encouraging healthy communication and safety-focused decision making.
- Serve as a contributing member of the Sexual Assault Services team by participating in regular meetings with supervisor, site team, and department as well as trainings and development opportunities as assigned.
- Maintain a working knowledge of San Diego County resources.
- Foster and maintain positive working relationships with law enforcement, forensic nursing personnel, and community partners as well as CCS staff, volunteers, and clients.
- Complete required administrative paperwork, including timecard and reimbursement requests, by agency deadlines.
- Other duties as assigned

**Job Requirements:****Education:**

- Bachelor's Degree – or equivalent combination of education and lived experience – in social work, criminal justice, public health, or related field.
- Completion of California State-approved Sexual Assault/Domestic Violence Crisis Intervention Training required (or must complete upon hiring).

**Experience:**

- Minimum of one (1) years or experience providing services to victims of SA, IPV or stalking.
- Minimum of one (1) year experience working in a high-paced, crisis intervention setting.

**Preferred Experience:**

- Oral and written fluency in English and Spanish.
- Experience as a crisis counselor preferred.
- Two (2) or more years of experience providing services to victims of SA, IPV or stalking.
- Advanced knowledge and experience providing trauma-informed crisis intervention and advocacy techniques.
- Experience working across disciplines, including medical, law enforcement, and court.

**Core Competencies:**

- Adaptability and flexibility while working in a dynamic work environment.
- Strong interpersonal and communication skills, including conflict resolution skills.
- Must demonstrate respect for cultural diversity in all its forms, including race, ethnicity, sexual orientation, abilities, genders and gender identities, and religious backgrounds.
- Ability to maintain confidentiality and respectful communication at all times.

**Working Environment:**

This job operates in an office setting. Ability to work with in IPV, SA, and stalking fields. Working conditions may include possible exposure to communicable diseases related to those typically found in a social service setting. Must maintain personal cell phone for work-related purposes. This position is classified as critical and essential under Public Health Authority.

**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. While performing the duties of this job, the employee is regularly required to see, talk, or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to carry up to 20lbs.

**Travel:**

Some travel may be required (up to 30%, mostly in San Diego County). Must have reliable transportation available for work-related purposes, a valid California driver's license, and proof of automobile insurance.

**Work Hours**

The employee must be available during Agency working hours of 8:30 a.m. to 5:30 p.m. and must work 30 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

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**To Apply: Please submit a cover letter and resume to Maria Outcalt-Smith at [MOutcalt-smith@ccssd.org](mailto:MOutcalt-smith@ccssd.org)**