



Client Advocate

The mission of Project Sanctuary is to prevent domestic violence and sexual assault in Mendocino County through advocacy, crisis response, community collaboration, education, and shelter.

Qualifications:

Education: High School Diploma
Hours: 20-40 hours per week
Salary: Grade A
Location: Mendocino County (Ukiah or Fort Bragg, CA)

Project Sanctuary is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation.

DEFINITION

Under general supervision, to provide a variety of counseling, crisis intervention, and support services to persons who have experienced domestic violence/sexual abuse; to develop and complete case management plans; to provide oversight for Shelter residents; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this job classification provide a variety of counseling, support, and case management for persons who have experienced domestic violence/sexual abuse. They promote client transition to a new living environment in the local community.

REPORTS TO

Director of Client Services or Director of Coast Services (depending on location)

CLASSIFICATIONS SUPERVISED

Directly Supervises: This is not a supervisory job classification.

Indirectly Supervises: This is not a supervisory job classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES AND RESPONSIBILITIES *The following is generally representative of the duties and responsibilities of this job classification. It is not a complete description of all possible job assignments, nor is it restrictive as to job assignments and responsibilities which may be required of an incumbent.)*

Performs intake interviews with Project Sanctuary clients and assesses client needs; develops case management plans to assist clients in mitigating the problems which have developed from suffering domestic violence and/or sexual abuse; provides a variety of counseling and support for Project Sanctuary

clients; facilitates empowerment groups, group meetings, and group counseling sessions; works with clients in developing short and long range plans for changing their life conditions; answers domestic violence and sexual assault crisis calls, providing crisis intervention services, including immediate counseling, accompaniment, transportation, shelter intake, information, and referral to other community organizations; provides oversight for persons living in the Project Sanctuary shelter during designated times and hours; may perform curfew checks and lock-up the Shelter, as delegated; establishes networks with other community organizations to provide client support; assists with community education and training on sexual abuse and domestic violence issues; may facilitate diversion programs for women arrested for battering; facilitates obtaining and distributing clothing and personal items for clients; provides parenting education; provide orientations for transitional housing clients; provides follow-up contacts for clients, as necessary; develops and maintains records related to client counseling and case management; attends staff meetings, workshops and training sessions.

TYPICAL PHYSICAL REQUIREMENTS *(These are typical requirements, but the Project Sanctuary will discuss and make reasonable accommodations for job candidates and incumbents with disabilities.)*

Sit for extended periods; frequently stand and walk; stoop, kneel, and crouch to pick up objects; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 40 lbs.; corrected hearing and vision to normal range; use of office equipment including computer, telephone, calculator, copier, and fax.

TYPICAL WORKING CONDITIONS

Work is normally performed in office and Shelter living environments; some crisis intervention assignments are performed in a variety of environments; work is regularly performed with victims of domestic violence and sexual abuse; frequent contact and communications with children, clients, and other staff; exposure to children's diseases; some assignments may involve accompanying children and parents to various locations in the local community; incumbents are expected to be available to stand-by for crisis intervention responses at any time during specifically assigned time periods.

DESIRABLE QUALIFICATIONS

Knowledge of:

Needs and problems of people who have experienced domestic violence and/or sexual abuse.
Trauma Informed Care.
Principles of counseling.
Group therapy methods and principles.
Crisis intervention methods and techniques.

Ability to:

Speak Spanish - is highly desirable.
Provide counseling, crisis intervention, and support services for victims of domestic violence and sexual abuse.
Facilitate client planning and transitioning in living and family environments.
Conduct intake interviews, analyze and determine client needs, and assist clients with developing plans for life changes.
Communicate with persons from a variety of socio-economic, cultural, and ethnic backgrounds.
Assist with the development of community referral sources for Project Sanctuary clients.
Prepare and maintain clear, accurate, and concise records and reports.

Effectively represent Project Sanctuary in contacts with law enforcement, service providers, and community organizations.

Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Previous experience in providing client counseling services, working with people who have suffered sexual abuse and/or domestic violence is highly desirable.

Post hiring, a 72-hour domestic violence and sexual assault peer counseling certification training is required and will be provided by the agency that meets the requirements of CA Evidence Code §1035 and §1037.

Special Requirements:

Possession of a valid and appropriate California Driver's License.