



Job Description

Community Advocate (Full Time)

Rebuilding Hope! Sexual Assault Center for Pierce County is seeking to hire a passionate and capable individual to serve as a Community Advocate.

Rebuilding Hope's mission is to offer support toward healing through advocacy and therapy for those affected by sexual assault and abuse. Through education and collaboration Rebuilding Hope improves the community's response to sexual assault and abuse victims and challenges the behaviors and beliefs that promote sexual violence.

We are seeking candidates for this position who are passionate about enacting positive social change towards reducing instances of sexual violence in our community and who have the capacity to serve survivors seeking support following sexual assault or abuse.

Rebuilding Hope! is committed to developing a team of staff who reflect the diverse demography of our community and who represent the populations who are disproportionately impacted by violence. We strongly encourage members of our Black, LGBTQ+, culturally diverse and differently-abled communities to apply.

Nature of Work

This is a full-time position involving extensive contact with sexual assault victims, their families and friends. The employee in this position has the ability to exercise independent initiative and judgment, subject to the policies and procedures of the agency and the direction of the Deputy Director. This work involves providing remote and in-person direct advocacy and support services to primary and secondary victims of sexual assault. This position will support the needs of the entire Advocacy program in varying aspects of advocacy services; which include; and are not limited to providing core advocacy services, addressing clients housing needs, and providing services to clients referred by the Child Advocacy Center. This is a non-exempt position.

Responsible to: Deputy Director

Advocacy Responsibilities

1. Accept external and internal referrals to provide core sexual assault advocacy services (crisis intervention, information/referral, general, medical and legal advocacy) to primary and secondary victims of sexual assault and abuse.
2. Follow-up with clients on a case-by-case basis, as needed.



3. As needed, coordinate sexual assault advocacy services with community professionals in accordance to client confidentiality policies.
4. Provide referrals for unique needs not met by family including but not limited to; Safety Planning, Housing, Mental Health, Legal, Clothing, Transportation.
5. Provides innovative and effective housing solutions to the clients through cross-organizational collaboration, when necessary.
6. Assess gaps in providing housing services and articulate to staff/supervisor to assist in developing
7. Assist in communicating appropriate referrals to the STEP and Therapy Programs.
8. Work collaboratively with the Client Access Specialist and Program Coordinators to provide support to clients and programs.
9. Provide assistance and coverage on the 24/7 crisis, information, and referral hotline, in addition to medical and legal advocacy.
10. Coordinate with Children's Advocacy Center Family Advocate and assist with Forensic Interview coverage, as needed
11. Provide over the phone and in person advocacy services to Pierce County Jail (PCJ) and Washington Correctional Center for Women (WCCW) clients.
12. Notify Advocacy Coordinator and/or chain of support when a conflict of interest arises in responding to a client call or in-person response.

Leadership

1. Assist in attending community awareness events annually, offering the public information regarding agency and services available at Rebuilding Hope.
2. Assist Advocacy Coordinator in networking and outreach to external agencies and community professionals. Awareness of diversity, equity, inclusion and justice with evolved ability to practice appropriate, relevant and thoughtful strategies for working with a diverse population.
3. Assist with ongoing development of this position.

Meeting and Training Requirements



1. Complete 30+ hours of sexual assault training (provided by Rebuilding Hope! Or other approved Core training)
2. Attend monthly advocacy meetings and trainings with advocacy staff.
3. Attend bi-weekly Rebuilding Hope staff meetings and additional Rebuilding Hope staff requirements to include staff retreats or internal staff training requirements.
4. Commit to an individual training and development plan with your supervisor that centers cultural sensitivity, community diversity, equity, access and inclusion concepts and practices relevant to your position and your representation of Rebuilding Hope to the community and clients we serve.
5. Complete cross training with Children's Advocacy Center Family Advocate position
6. Complete Coordinated Entry Training requirements to be certified as a CHRP Homeless Resolution Navigator.

Administrative

1. Submit and record data in Infonet according to internal and external deadlines, as well as provide assistance with Lakewood reporting or additional grant-required reporting processes.
2. Complete all client paperwork and submit to the Advocacy Coordinator, to include call sheets, ROI's, and consent forms, in a timely, thorough, and accurate manner.
3. Submit all call logs, timesheets, and requests for reimbursements to the Deputy Director in accordance with the predetermined deadlines/due dates.
4. Uphold all agency and Departmental Policies to include Confidentiality Policy and Mandatory Reporting Policy.
5. Respond in a timely manner to all program staff requests when scheduled for regular work hours.

Distinguishing Characteristics

The Community Advocate must demonstrate competency in the following areas: a working knowledge of the issues involved in sexual violence and how individuals recover from sexual assault; strong communications and listening skills; ability to work with diverse groups; and commitment to SACPC goals and victim empowerment. The Community Advocate also must be equipped with a client-centered, strength based approach in working with individuals and families with housing needs and barriers. It



includes skills and the ability to work independently to work with long and short term clients.

Qualifications

The Community Advocate must have an extensive working knowledge and awareness of the basic issues involved in sexual violence, child sexual abuse and trauma as well as how to work with multidisciplinary professionals relevant to child abuse intervention and investigations. This employee must demonstrate an effective ability to engage with clients, Rebuilding Hope staff and community professionals. Excellent oral and written skills are required. Prior experience working with children in a professional setting is preferred. Strong knowledge and experience working with Microsoft Office and Google Drive/Apps is also preferred.

The required experience and training for the Community Advocate includes a bachelor's degree in Human Services (or equivalent), plus at least one year of experience in providing advocacy or direct human services; **or** a combination of four years of relevant education, training and experience to include direct client or human services.

Transportation: The advocate must have their own means of transportation in order to attend County-wide meetings and/or outreach and training activities; mileage is reimbursed for this position.

Position Details:

This is a Non-exempt position. This position pays \$17.00-\$20.00/hour depending on qualifications and experience. This is a grant-funded position and is secured through January 2024 with a strong likelihood that funding will be sustained beyond this date. Though this is not a guarantee. We are an equal opportunity employer. Candidates must be able to pass a finger-print background check that covers Washington state and national jurisdictions. Rebuilding Hope offers an excellent benefits package that this position is eligible for. Preference will be given to qualified candidates who can begin working this position as soon as possible.

To apply, please submit a cover letter and current resume to administration@hopesacpc.org with the subject line reading: Community Advocate Application.