



Crisis Advocate

Job Description

Job Classification: Exempt

Work Schedule: 40 hours/week, Monday through Friday, between 8 am and 5:30 pm

Salary: \$37,500 to \$38,500

Reporting Relationship: Center for Safety and Empowerment's (CSE's) Victim Services Coordinator

Primary Responsibility: Provides immediate support in domestic violence, sexual assault, stalking, and human trafficking crisis situations, such as hotline calls or walk-in clients with urgent needs and responding to crisis situations at community agencies. This is accomplished by keeping an open schedule with very few appointments, to be available for unscheduled client needs.

Major Duties:

- Assists crisis clients (walk-ins and those who call for appointment).
 - Completes initial client assessment to determine primary, immediate needs.
 - Screens and completes intakes for shelter services for clients who present at office seeking shelter.
 - Refers clients to other advocates for long-term services, such as court advocacy, long-term case management, or counseling.
- Acts as primary responder to crisis calls related to domestic violence, sexual assault, stalking, or human trafficking in the community (i.e. Topeka Police Department, Stormont Vail Hospital, KU St. Francis Hospital, Valeo Behavioral Health, Stormont West Behavioral Health).
- Acts as primary responder to SANE examinations at Stormont Vail Hospital, to provide support and information to clients.
- Provides follow-up for crisis clients to ensure their safety and that their needs have been met.
 - 24-hour follow-up after responding to a SANE exam.
- Optional: May facilitate support groups.
- Optional: May carry small caseload of 5 or fewer short-term support counseling clients.
- Answers hotline calls and provides support.
- May assist with filing Protection Orders, as a secondary to Civil Court Advocate.

Qualifications:

- Degree in social work or related field or equivalent experience.
- Experience working with DCF and victims of domestic violence and/or sexual assault/abuse.
- Ability to work well with a cross section of clients.



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- Ability to coordinate case management for a diverse client population.
- Knowledge of local resources.
- Ability to relate well to people in crisis.
- Ability to function well in a crisis setting where interruptions are frequent.
- Basic knowledge of domestic violence and sexual assault dynamics.

Physical Demands:

- Ability to drive personal vehicle and to be moving from site to site on any given day.
- Able to lift 50 pounds.
- Able to climb flights of stairs multiple times daily.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

People of color and individuals bilingual/bi-cultural in English/Spanish are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, disability or veteran status.

Employee Signature

Date

Supervisor Signature

Date

please send resume to Paulaf@ywcaneks.org