

Women's Resource Center
Director of Advocacy
Job Description

Mission: to protect, shelter and empower people impacted by domestic and sexual violence.

Funding Basis

FSLA: Exempt

Position is based solely on the award of grant funding. Suspension or reduction of this source of revenue may result in modifications of employment.

Position Summary

This position is an important one within the Women's Resource Center's Leadership team and under the direct supervision of the Executive Director. Together, the Executive Director, Associate Director of Advocacy, and Director of Advocacy will work to analyze and continue enhancing direct services consistent with the agency's Mission to: *protect, shelter and empower people impacted by domestic and sexual violence*. With the Executive Director and Associate Director of Advocacy, the Director of Advocacy develops and implements internal and external public awareness/education programs.

The Director of Advocacy provides crisis intervention, counseling, support, information and referrals and advocacy for domestic violence, sexual assault and non-relationship stalking clients. This position is also responsible for: coordinating and assuring the delivery of direct client service to domestic violence, sexual assault and non-relationship stalking clients including:

- Crisis intervention
- Counseling
- Support
- Information and Referral Advocacy

Position Status

This position is a full time position and is housed at the main office of the Women's Resource Center. It may require travel to surrounding counties.

General Qualifications

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledgeable in the dynamics of domestic violence and sexual assault.
- Culturally aware in the delivery of support and empowerment services to the survivors of domestic violence and sexual assault.
- Competent to supervise a team of Advocates and/or interns.
- Ability to build professional relationships with the community.
- Ability to facilitate training to increase the skills and performance of the Advocacy Team.
- Excellent writing, verbal communication and organizational skills.

- Proven computer skills including Microsoft Office (Outlook, Word, and Excel).
- Ability to analyze, interpret and conduct research via the internet, library and other sources.
- Strong attention to detail and ability to effectively manage multiple tasks.
- Ability to establish priorities, meet deadlines and manage unexpected events.
- Ability to work well both independently and as part of a team.

Position Description

This position functions as part of a team. Areas of responsibility may fluctuate or change; other duties may be assigned depending on the needs of the agency. Specific duties shall include:

Client Services

- Participate in, lead, coordinate and assure that victim/survivor services are being provided by assisting with training, support and advocacy.
- Facilitate training on the principles of physical and emotional health and well-being & support the team in the application and integration of these principles within the workplace, to ensure victim/survivor needs are being met.
- Assist with supervision of the Advocate team providing direct services to victims/survivors including: case review, problem-solving, ethical dilemmas & self-care through team, small group and 1:1 meetings.
- Develop the supports/resources to increase the efficacy & efficiency of the team process for the delivery of direct services to victims/survivors including communication, collaboration, policies and procedures.

Supervision

- Supervise the Advocacy Team.
- Supervise the WRC Internship Program.
- Oversee the delivery of services and service documentation.
- Establish and monitor staff schedules and assignments.
- Facilitate case review process.
- Coordinate Advocate meetings and in-services to facilitate training, goal development and effective communication; to enhance Advocate skills; and to support Advocates.
- Participate in the Leadership Team.

Job Specifications

Requires a Master's Degree, LMSW or LPC preferred. 3-5 years of experience in a human services agency, residential setting and/or working with trauma survivors preferably. Must have at least 3-years of supervisory experience. Knowledge of community resources and of philosophical and legal issues of domestic violence / sexual assault a must. Must be sensitive to issues of diversity. Understands and supports the philosophy of empowerment. Dedication to the agencies mission and overall success of the program and the agency.

Physical Requirements

- Normal office environment requirement requiring standing, sitting, keyboarding.
- Specific vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Ability to speak clearly and hear.
- Ability to walk, climb stairs, and balance.
- Ability to transfer objects from hand to hand or hand to arm; reach with hands and arms; stoop or crouch.
- Ability to lift thirty pounds i.e., groceries, supplies and donations.

The above statements are intended to describe the general nature and level of work performed by employees in this position. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. Employees are required to perform other duties as requested, directed or assigned.

Pay Range

\$45,000-\$56,000 commensurate with experience. Includes benefit package.

Please submit a **cover letter** and **resume** including **three references** (name, address, affiliation, title, phone number and email) to:

Attn: Executive Director
720 S. Elmwood, Suite 2, Traverse City MI 49684
Phone: (231) 941-1210
Email: mklein@wrcgt.com

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