



Baraga County Shelter Home's mission is to develop, support, and promote efforts aimed at the elimination of all domestic violence, sexual violence, and stalking in Baraga County.

POSITION DESCRIPTION

POSITION TITLE:	Outreach Advocate
SUPERVISED BY:	Executive Director
SUPERVISES:	NA
STATUS:	Full-time
REVIEWED:	December 15, 2021

MINIMUM QUALIFICATIONS:

1. Must possess Associates Degree in Human Services or related field OR High School Diploma or G.E.D. AND 2 years of professional experience working with domestic and sexual violence victims and survivors, legal systems, law enforcement agencies, prosecution and/or victims services.
2. Demonstrated knowledge of community resources.
3. Must possess a valid driver's license and pass DHHS Central Registry, Sex Offender Registry, and Criminal Background Check.
4. Must have received or be willing to receive the COVID-19 vaccination by date of hire. Proof of vaccination required.

PREFERRED QUALIFICATIONS:

1. Bachelor's Degree in a Human Services field.

REQUIRED SKILLS:

1. Calm, non-judgmental demeanor when subjected to traumatic and emotional personal life stories
2. Ability to communicate and work with the public
3. Ability to understand and maintain strict confidentiality.
4. Proficient communication skills both written and verbal
5. Strong empathy and empowerment skills.
6. Ability to learn from constructive criticism.
7. Ability to provide services in keeping with the BCSH's mission and philosophy.

BASIC FUNCTION AND RESPONSIBILITY:

The Outreach Advocate serves as a resource to domestic violence and sexual assault victims by providing services and resources within the community to ensure their safety, security, and health. Primary responsibilities include assisting in delivering legal advocacy services and providing feedback to criminal justice system professionals.

DUTIES AND RESPONSIBILITIES:

1. Deliver comprehensive legal advocacy services including, but not limited to: legal information, assistance obtaining protection orders, referrals to assorted legal programs, victim witness notification, excluding any legal advice or representation.
2. Attend, accompany, and inform clients of court hearings as necessary.
3. Complete safety planning and provide referrals to other services, including outreach to resources within the community.
4. Educate clients about dynamics of domestic violence and sexual assault and options available. Perform and explain danger and lethality assessments with compassion and support.
5. Provide personal advocacy, supportive counseling, and support services including but not limited to housing, healthcare, education, and employment.
6. Provide transportation assistance to clients for obtaining counseling, healthcare/medical, legal representation, and court appointments.
7. Develop and maintain strong working relationships with all community partners which may include law enforcement, criminal justice professionals, and service providers, including the Keweenaw Bay Indian Community agencies.
8. Provide training to local law enforcement, prosecution, and courts in regards to domestic and sexual violence, stalking, and dating violence.
9. Provide information to the public including informational workshops, articles, presentations, flyers, etc.
10. Maintain professional and appropriate public behavior as a representative of the Baraga County Shelter Home, Inc.
11. Maintain all necessary client records, service documentation, activity logs, and conduct reporting. Daily input into files and/or database to ensure correct statistical data is reported and collected.
12. Must maintain strict confidentiality in all aspects of service delivery.
13. Assist and support the operations of the emergency shelter as necessary, including crisis intervention, crisis hotline, conducting intakes, orienting clients to rights and responsibilities, and maintaining security.
14. Must maintain strict confidentiality in all aspects of service delivery.
15. Immediately report emergency/extraordinary situations to the Executive Director.
16. Perform all other duties as assigned by the Executive Director.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the only duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.