**Safe & Fear-Free Environment, Inc.**

**Post Office Box 94 - Dillingham, Alaska 99576**

**(Office) 907-842-2320, (Fax) 907-842-2198**

**(Crisis Line) 1-800-478-2316**

[www.safebristolbay.org](http://www.safebristolbay.org)

**POSITION TITLE:** **Village Advocate**  Part-Time (10-15 hours/week)

**Pay Range: 3**  $14.24 to $18.80/hour

**PURPOSE OF JOB:** Provide direct advocacy and crisis intervention services to adult and child victims of domestic violence, sexual assault, other crimes and related abuse. Provide systems advocacy to challenge and change institutional response and belief systems that allow violence to continue including technical assistance and systems advocacy to village/tribal groups on community interventions in domestic violence and sexual assault.

**QUALIFICATIONS:** Candidates must demonstrate their ability to accomplish the Essential Job Results state below

**Job knowledge absolutely required before entering the job**

* Completion of Basic Orientation and Advocacy Training and continuing education requirements.
* Willingness and ability to work flexible hours.
* Ability to model non-violent behavior and freedom from substance abuse.
* Ability to work independently with minimal supervision.
* Ability to effectively confront issues of gender and race.
* Personal commitment to end family and interpersonal violence.
* Applicant must be a responsible individual of reputable character who is known to exercise sound judgment, maintain confidentiality, cope with stress and crisis situations in a calm manner and who models non-violent behavior and freedom from substance abuse be considered a person of good character and standing by the residents of the village served.
* High school diploma or GED.
* Confidentiality a Must.

**ESSENTIAL JOB RESULTS**

**Strengthen immediate safety services for village based residents by**

* Providing direct advocacy and crisis intervention services to victim/witnesses of crime and/or survivors of abuse including assisting in establishing and maintaining alternative safe shelter and other immediate village based safety services
* Monitor court cases and provide legal advocacy, information, assistance and support throughout the criminal/civil justice process
* Provide/arrange for follow up services and ongoing support/advocacy to child and adult victim/witnesses of violence
* Providing advocacy services, coordination and support for SART/CAC and/or village response teams

**Increase life skills and support systems for village residents impacted by violence by**

* Providing/facilitating regular women support groups and/or talking circles
* Assisting in organizing similar support groups and peer counseling for men, children and others impacted by sexual or physical violence, substance abuse, neglect and/or impacted by fetal alcohol exposure.

**Build community capacity by**

* Providing, arranging for and/or assisting with community outreach and education programs
* Providing technical, clerical & administrative assistance, information & support to tribes, committees, councils and/or community groups working to promote wellness, safety and non-violence
* Receive and dissimilate information from the Court Watch/Tribal Notification system
* Attending/participating in regular governmental, professional, Tribal, and other community meetings
* Assisting with development of and serving on Village Response Teams

**Support general program operations by**

* Preparing and maintaining all required records/documentation of services provided and work performed and submit to supervisor on a timely basis
* Other duties as assigned

**Contributes to the team effort and maintains continuous quality improvement by**

Welcoming new and different work requirements; Exploring new opportunities to add value to the organization; Helping others accomplish related job results; Being active in self-directed learning and professional growth.

**Protects program integrity and confidentiality by** adhering to allconfidentiality requirements including but not limited to S.A.F.E.’s internal policies, requirements of local, state and federal law and requirements of common sense necessary to protect the safety, dignity and privacy of persons seeking or receiving services.

**WORKING CONDITIONS:** May require travel to adjacent villages by snow machine, water craft and/or small airplanes and to perform duties away from home/office. Periodic exposure to situations where individuals may be a danger to themselves or others.

**MACHINES AND EQUIPMENT USED:** Standard office and printing equipment (FAX, computers, copier, binder, telephone, etc.).

**PHYSICAL REQUIREMENTS:** Ability to walk, sit, hear, speak, climb stairs, stoop, reach, use hands, lift up to 50 lbs., see and use close vision, mount and dismount from small airplanes, skiffs, snow machines and other air and ground transportation; sleep in and utilize rough accommodations and shared space; hear, speak, write and understand English.

**RELATIONSHIP WITH OTHER PEOPLE:** Cooperates and interacts with all SAFE staff or volunteers, service agencies, tribes and tribal representatives and other community members with dignity and tact. Will not engage in intimate relationships with a person seeking or receiving services from SAFE.

**COORDINATION:** Coordinates with other village based providers/responders, elders, community and tribal leaders in home and/or adjacent villages.

**SUPERVISED BY:** Direct Services Coordinator

**POSITIONS SUPERVISED**: None. May assist in supervision of village volunteers and provide support oversight to village based safe homes.

**BACKGROUND CHECK:** Position may require applicant to be fingerprinted and pass a national FBI/State of Alaska criminal background check.

SAFE is an Equal Opportunity Employer. Alaska Natives, persons who are multi or bi-lingual and survivors of

Domestic violence, child abuse, or sexual assaults are encouraged to apply.

**All EMPLOYMENT WITH S.A.F.E. IS AT WILL. S.A.F.E. RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT**

**Revised: 11/2017**