

**THE WOMEN'S CENTER
JOB DESCRIPTION**

JOB TITLE: Violence Prevention Advocate

POSITION: Part-time, 24 hours/week. Some evening and weekend hours required.

CLASSIFICATION: Nonexempt

DEPARTMENT: Counseling

REPORTS TO: Director of Counseling and Advocacy

SALARY GRADE/LEVEL/RANGE:

LOCATION: 505 BUILDING

JOB DESCRIPTION

The Women's Center is committed to providing safety, shelter, support, and confidentiality to assist in the educational development and emotional stability of the women, men and families served.

SUMMARY/ OBJECTIVE: The primary responsibility of this position is to be a public representative of The Women's Center providing community education and prevention programming related to the issues of domestic violence and sexual assault and abuse, with a focus on working with children, youth and young adults.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide community education and prevention related to domestic violence and sexual assault and abuse through school or community presentations, speaking engagements, discussion groups, and awareness activities such as training workshops and conferences.
- Provide information and referral to individuals as needed.
- Develop and maintain cooperative working relationships with agencies, organizations, educators and administrators in the Waukesha County area to ensure the availability of needed services for youth and adults residing within the county.
- Serve on planning committee for Domestic Violence and Sexual Assault Awareness Month.
- Research and develop age appropriate prevention curriculum for presentations.
- Develop relationships with local schools, churches, and higher education institutions.
- Staff resource fairs and provide resource information for tables.
- Prepare and distribute educational materials, such as reports and bulletins to address DV and SAA issues.
- Document activities and record information, such as the numbers of presentations conducted and persons assisted.
- Ensure organizational compliance with all local, state and federal regulatory agencies.
- Ensure the completion of all required paperwork, records, documents, etc.
- Ensure compliance with all safety and work rules and regulations. Ensure the maintenance of departmental housekeeping standards.

- Maintain respect and confidentiality of all clients utilizing services.
- Completes other duties as needed and/or requested by supervisor to align with mission and vision of the organization.

Marginal Duties:

- Participate in maintenance of physical facility and housekeeping duties when appropriate and as needed.
- Receive, record and organize donations.

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

KNOWLEDGE, SKILLS:

- Knowledge of child abuse and neglect, dating violence, domestic violence and sexual assault/abuse.
- Excellent communication and public speaking skills, written and oral – talking and writing effectively in order to convey information appropriately to the needs of the audience.
- Public speaking experience with both small and large groups.
- Proficient with Microsoft Office.
- Experience in curriculum development.
- Excellent organizational skills and attention to detail.
- Sensitivity to women's issues.
- Ability and willingness to work both individually and as part of a team with other staff.
- Active listening — giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — understanding written sentences and paragraphs in work related documents.
- Time Management — managing one's own time and the time of others.
- Service Orientation — actively looking for ways to help people.
- Coordination — adjusting actions in relation to others' actions.
- Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring — monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

EDUCATION/EXPERIENCE:

- Required Bachelor's Degree in Social Work or other related field

LANGUAGE SKILLS: Ability to read, write, communicate, and comprehend English. Must demonstrate an ability to respond to common inquiries or complaints from clients, regulatory agencies, or members of the business community. Bilingual – Spanish/English preferred.

REASONING ABILITY: Ability to utilize critical thinking- such as using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

CERTIFICATES, LICENSES, REGISTRATIONS: Requires a valid Wisconsin Driver's license and proof of insurance.

OTHER SKILLS AND ABILITIES:

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Some filing is required.
- This would require the ability to lift up to 25 pounds.
- May require some movement up and down stairs.

WORK ENVIRONMENT: The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

- The employee frequently performs work- related travel
- Works predominantly indoors, but may need to go between different buildings, and table events outside
- The noise level in the work environment is usually moderate.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

AAP/EEO: The Women's center is an equal employment opportunity and affirmative action employer and all qualified applicants will receive consideration for employment

without regard to race, color, religion, sex, national origin, age, protected veteran status, status as a qualified individual with a disability, or any other characteristic protected by law.

This Job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Signatures: