

*New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.*

## **Job Announcement**

### **HOME SAFE PROGRAM SURVIVOR ADVOCATE**

- Do you believe that everyone deserves intimate relationships that are loving and safe?
- Are you a problem solver and tend to think outside of the box?
- Would you like to work in an environment where your guidance can change the lives of others?

Join a diverse and vibrant community of activists working to end gender-based violence by becoming a Domestic Violence Advocate at New Beginnings. In New Beginnings' Home Safe Program, we offer a variety of supportive services to individuals and families who are building safe new lives free of abuse. We take pride in offering services that focus on healing and empowerment, recognizing how trauma and its aftermath can impact each individual differently. New Beginnings is committed to creating an equitable and positive workplace, inclusive of diverse voices, experiences and perspectives. We are an equal opportunity employer. Don't have experience in the human services field? Tell us about your passion for our mission and any work, volunteer or life experience you have that is relevant. Survivors, people of color, members of the LGBTQ community and those with bilingual skills are strongly encouraged to apply.

**RESPONSIBILITIES:** Provides mobile, culturally competent, trauma informed services and prevention education to survivors of domestic violence.

**REPORTS TO:** Assistant Program Director

**HOURS:** 36 hours per week; Monday through Friday with one regularly scheduled evening per week.

**COMPENSATION:** \$19.00 per hour + DOE; medical, dental and vision benefits; monthly paid trainings; training allowance; paid leave; life insurance; retirement contribution. This is a non-exempt position.

#### **RESPONSIBILITIES**

##### **Supportive Services**

- Provides emotional support, safety planning, financial assistance and individual advocacy for survivors of domestic violence.
- Provides information and advocacy regarding public benefits, legal issues, medical care, mental health services, chemical dependency support, financial planning, employment, and other individual needs.
- Ensures that services provided reflect and contribute to agency efforts to promote equity and social justice.
- Provides ongoing case management involving financial planning and the provision of rental assistance to survivors who are accessing rapid re-housing or homelessness prevention services.
- Incorporates trauma informed best practices into advocacy work with survivors.
- Incorporates domestic violence prevention education into supportive services with survivors.
- Collaborates closely with Housing Advocates to ensure participants are prepared to secure and retain housing.
- Collaborates closely with Youth and Family Advocates to ensure participants' parenting needs are met.
- Collaborates closely with other Survivor Advocates to identify and support participants who qualify for emergency housing, homelessness prevention or rapid re-housing services.
- Provides information and support to DV Housing First Demonstration Project researchers.
- Facilitates support group(s) as assigned by the Lead Advocate.
- Maintains complete and appropriate participant files.
- Assists with identifying and supporting community volunteers or professional resources who provide supplemental education for participants.
- Staffs at least one Help Line shift during business hours each month.
- Coordinates interpreter or ASL services for non-English speaking or deaf/hard of hearing participants.
- Provides post-exit contact with participants as determined by program needs or funding contracts.
- Performs other duties as assigned.

### **Survivor Triage**

- Screens survivors to identify which housing services are appropriate to their needs.
- Facilitates entrance into emergency housing at New Beginnings' Bridge Housing or local hotels.

### **Data Integrity**

- Enters consistently complete, accurate and appropriate participant and service data into the agency database.
- Responds to meet data needs identified by the Program Director or data staff.

### **Community Networking**

- Maintains extensive knowledge of community resources for the benefit of survivors.
- Maintains positive working relationships with other domestic violence and service agencies in the community.
- Builds relationships with businesses or other community resources to secure assistance or services for participants and promote New Beginnings' services.
- Attends community meetings as requested by the Assistant Program Manager or Program Director.

### **Resource Development**

- Participates in development events and activities as requested by the Assistant Program Manager or Program Director.
- Provides program information and stories as needed by the development team to build donor support and pursue funding opportunities.

### **Team Work and Professional Development**

- Actively contributes to a positive team environment to ensure the collaboration needed for provision of high quality services to survivors.
- Participates in all staff meetings, Home Safe Program team meetings, planning days and agency in-service trainings.
- Attends and documents trainings to ensure compliance with Washington Administrative Code training requirements for domestic violence advocates.

### **QUALIFICATIONS**

- Commitment to the mission of New Beginnings and to the needs to domestic violence survivors.
- Willingness to learn about and promote equity and social justice within and outside of New Beginnings.
- At least two years of experience providing survivor-centered advocacy. Related experience in non-domestic violence agency settings will be considered.
- Knowledge about the dynamics of domestic violence and the impact of trauma on survivors and their children.
- Demonstrated ability to work with diverse survivors in a welcoming, supportive, culturally competent manner.
- Experience providing financial literacy education and budget planning support a plus.
- Knowledge of public benefits, and a wide range of community resources to meet variable survivor needs.
- Demonstrated ability to exercise flexibility and creativity in helping survivors overcome a variety of barriers to well-being and housing stability.
- Ability to take initiative and maintain accountability to colleagues while providing services in a variety of settings.
- Experience with mobile advocacy a plus.
- Demonstrated ability to handle crises and juggle multiple responsibilities in a fast-paced environment.
- Ability to maintain participant confidentiality.
- Ability to effectively network with a wide range of community service providers.
- Strong attention to detail and follow-through.
- Ability to represent New Beginnings in a professional manner to community partners and the broader public.
- Ability to use supervision effectively to gain support and enhance performance.
- Ability to engage in constructive self-care activities to manage secondary trauma.
- Proficient with Microsoft Office applications.
- Fluency in Spanish, African languages or Arabic a plus.
- Possession of a valid Washington State driver's license. Access to reliable personal car a plus.

**Email resume and cover letter detailing experience to [info@newbegin.org](mailto:info@newbegin.org). Open until filled.**

**Additional agency information available at [www.newbegin.org](http://www.newbegin.org)**