

**MENOMINEE COUNTY/TOWN OF MENOMINEE  
POSITION DESCRIPTION**

<b>Position Title:</b> Advocate	<b>Department:</b> Menominee County Human Services	<b>Division/Section:</b> Family Advocacy Center
<b>Classification:</b> Non-Exempt; Hourly (Grant Funded, Full-Time)	<b>Wage:</b> \$15.67 - \$15.98	<b>Supervisor:</b> Family Advocacy Center Manager
<b>Supervision Exercised:</b> None	<b>Posting Date:</b> May 4, 2022	<b>Deadline Date to Apply:</b> May 18, 2022
<b>Position Summary:</b> The Advocate provides crisis intervention, counseling, and advocacy to victims of or directly affected by domestic violence, sexual assault, rape, and intimate partner violence		

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responds to clients in a crisis situation who need emergency crisis intervention either by direct contact, referral, and/or 24-Helpline
- Provide crisis intervention, support, advocacy, court accompaniment, and information and referral services to victims, either by telephone consultation or by direct contact in accordance to Wisconsin guidelines, and assists victims in completing Crime Victim Compensation/Sexual Assault Forensic Examination funds applications
- Provide approximately one week per month 24/7 on-call crisis intervention. Responsibility includes going with victims for SANE (Sexual Assault Nurse Examiner)/DV calls.
- Provide Advocacy and direct services for disclosures while co-facilitating Rape Crisis programs (with educator) regarding Rape Crisis and Sexual Assault Services
- Maintains client records and documentation of services. Collects data, prepares and reports program statistics by the assigned date as required other funding sources
- Accompany, support and advocate for clients throughout the judicial and medical process

**MINIMUM QUALIFICATIONS:**

- High School Diploma, Associates degree or higher in Human Services is preferred
- One (1) year of previous experience working with abuse survivors. Examples include but not limited to: sexual assault advocacy, domestic violence advocacy, legal advocacy, assisting with restraining orders, assisting with housing and/or admission to shelters, assist with victim reimbursement applications, and Safe-at-Home applications
- Must have completed or be willing to complete 30 hours of Wisconsin Coalition of Sexual Assault and Victim Advocacy School
- Must consent to and pass a Wisconsin Caregiver's background check
- Possession of a valid Wisconsin Driver's license and access to an owned, insured vehicle and provide evidence of meeting such requirements continually; must have a good driving record.

A person not meeting any one of the minimum qualifications listed above will not be considered for an interview.

**NECESSARY KNOWLEDGE/SKILLS/ABILITIES:**

- **Communication/Reports:** Documenting services by writing progress reports and completing other documentation as required by agency, accreditation, and ethical standards. Oral, written communication and making presentations to groups and individuals. Establishing and maintaining effective working relationships with supervisors, county managers, provider

organizations, program participants, representatives of other governmental agencies, unit personnel and other professionals in the field.

- **Physical Demands:** Ability to lift up to 25 pounds, stand, bend, sit, kneel, reach, stoop. Frequently climb flights of stairs; sit for a number of consecutive hours
- **Working Conditions:** Operate/drive a car; requires manual dexterity sufficient to operate standard office equipment. No limitations that would impair or restrict ability to hear and understand communication or to communicate with others, to comprehend oral or written instructions, and to read manuals, forms, and other documentation. No limitations that would impair or restrict ability to make visual observations, i.e. nonverbal cues, possible hostile/confrontational situations, discriminate different shades of color.
- **Other:** This position description is an illustration of the duties and responsibilities of this position and is not intended to be all-inclusive. Management reserves the right to add or remove duties and to assign other duties as necessary. This job description does not constitute a contract for employment

**BENEFITS:** To see a summary of Menominee County's benefits, visit Menominee County's website at [www.co.menominee.wi.us](http://www.co.menominee.wi.us) and click on the "Career Opportunities" tab appearing in the left margin of the home page.

**APPLICATION PROCESS:** A complete application includes:

- Menominee County Employment Application available in the Administrative Coordinator Assistant's Office or online at [www.co.menominee.wi.us](http://www.co.menominee.wi.us) under the "Career Opportunities" tab appearing in the left margin of the home page);
- Copy of High School Diploma or equivalent
- Copy of valid Wisconsin Driver's license.

Applications that are unsigned, incomplete, or do not include the information described above will be screened out and will not proceed to the interview stage.

Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse  
Attn: Human Resources  
P.O. Box 279  
Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance.

*Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.*