

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

Position Title: Advocate	Department: Menominee County Human Services	Division/Section: Family Advocacy Center
Classification: Non-Exempt; Hourly	Wage: \$15.67-\$15.98	Supervisor: Rebecca Nicole McNeel
Supervision Exercised: None	Posting Date: August 3, 2021	Deadline Date to Apply: August 9, 2021
Position Summary: 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
- Assist clients and/or their legal guardian(s) in providing available legal options, information, and referrals
- Accompany, support and advocate for clients throughout the judicial and medical process
- 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.
- Aid with orders of protection
- 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
- Assist in development and distribution of sexual assault direct services-related publications/materials for and within Menominee County
- Attend ongoing training pertinent to the job annually
- Act as a liaison to various county agencies
- Maintain confidentiality of client and Vital Records Control (VRC)
- Attend agency meetings as scheduled
- Perform all other duties as assigned such as light paperwork, cleaning exam rooms, laundry, typing reports, create documents, etc
- Provide transportation as needed for victims

NECESSARY KNOWLEDGE/SKILLS/ABILITIES:

- Must be able to reduce stress and trauma for victims by providing crisis intervention and advocacy services, coordinating cases with law enforcement and the court system, referring clients to community resources, providing crisis lines services, providing support group services, and accompanying clients to medical, legal or judicial procedures
- Experience with documenting services by writing progress reports and completing other documentation as required by agency, accreditation, and ethical standards
- Experience with providing outreach to the community regarding sexual assault services to ensure access to services
- Must be able to identify and provide outreach to underserved populations to ensure access to services.
- Maintains a harmonious working environment by participation in team and staff meetings, consulting with staff regarding topic areas, respecting cultural and lifestyle differences, and by providing support and encouragement to other staff members.
- Must be available for rotating on call helpline support and after-hour events
- The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required
- Ability to work in partnership with other team members
- Ability to forge a mutually respectful partnership with persons served and their families in which they are helped to gain the skills and confidence to address any issues and problems they face
- Ability to set limits and maintain the helping role of the practitioner and to intervene appropriately to meet the needs of the persons served or other family members

- Knowledge of violence/abuse/sexual assault and the dynamics surrounding issues of power and control
- Ability to network and develop community partnerships
- Excellent interpersonal, verbal, and written communication skills
- Ability to work well in a collaborative team environment with both internal and external partners
- Experience utilizing Microsoft Office and web-based programs

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
- Valid driver's license and operational, registered and insured vehicle

PHYSICAL DEMANDS:

Ability to perform most work encountered in a normal office setting, with no physical limitations that would impair mobility or restrict ability to lift and carry a minimum of 10/20 pounds and occasionally lift and/or move up to 25 pounds; sit down/get up; stoop; frequently climb flights of stairs; sit for a number of consecutive hours; concentrate on precise and critical information. Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as use of data entry keyboard, calculator, telephone, photocopier, and driving a vehicle.

No limitations that would impair or restrict ability to hear and understand communications or to communicate with others, to comprehend oral or written instructions, manuals, forms, and other documentation.

No limitations that would impair or restrict ability to make visual observations i.e., color vision, verbal/nonverbal cues, possible hostile/confrontive situations.

MENTAL DEMANDS:

Must be able to analyze many variables and choose the most effective course of action for the Organization at any given point in time. Must make effective decisions. Personal maturity is an important attribute. Must relate and interact with people at all levels. Must have a long attention span in order to listen to people, perceive the real problems and bring issues to a successful conclusion. Must be culturally competent.

Stressful factors include the on-going intensity of critical information, performing detail reports, pressure of meeting deadlines, involvement with consumers, the public, personnel and governmental agencies, a varied schedule, travel, and travel in inclement weather.

BENEFITS:

To see a summary of Menominee County's benefits, visit Menominee County's website at www.co.menominee.wi.us and click on the "Career Opportunities" tab appearing in the left margin of the home page.

PERSONAL CHARACTERISTICS: Appearance should be pleasing, poised, and well groomed; attitudes toward people should demonstrate warmth of personality, patience, respect, sensitivity to feelings & ideas; a willingness to give and sustain help; dependable, reliable, flexible, integrity, insight, imagination, and creativity.

APPLICATION REQUIREMENTS: A complete application includes:

- Signed and completed Menominee County Employment Application (available in the Administrative Coordinator Assistant's office or online at ww.co.menominee.wi.us);
- HS/GED diploma, diplomas, certificates, and transcripts from college;

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- Current resume;
- Cover letter;
- One personal letter of recommendation and two professional letters of recommendation;
- Copy of valid Wisconsin Driver's License and proof of vehicle insurance.

Applications that are incomplete or do not include the information described above will be screen 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

Or email complete packet to lonat@co.menominee.wi.us

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

AUTHORITY: THIS POSITION DESCRIPTION IS AN ILLUSTRATION OF THE DUTIES AND RESPONSIBILITIES OF THIS POSITION AND IS NOT INTENDED TO BE ALL-INCLUSIVE. EXECUTIVE DIRECTOR AND/OR BOARD RESERVES THE RIGHT TO ADD OR REMOVE DUTIES AND TO ASSIGN OTHER DUTIES AS NECESSARY.

BACKGROUND CHECK REQUIREMENTS:

A thorough background check will be conducted as part of the hiring process to determine whether the circumstances of any conviction or pending charge may be related to the job being filled. Confidentiality is mandatory in all aspects of the job. Candidate selected for hire will be subject to a drug test and employment will be contingent on the results of said test.

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.