



Shelter: (605) 996-2765 ■ **Hotline:** (605) 996-4440 ■ **Visitation Center:** 605-996-8880

Mitchell Area Safehouse and Family Visitation Center

Job Description

RURAL ADVOCATE

Hours: 40 hours per week, 8am – 8pm hours vary Monday-Friday. On-call rotation

Salary: 11.50 -12.50 per hour

Travel: Travel will be required within an eight county area

Qualifications:

- Assoc. /BA Degree in human services or related field and/or equivalent experience.
- Experience working with victims of domestic violence and/or sexual assault preferred.
- Good listener, self-motivated, able to relate well with others.
- Ability to respond effectively to crises.
- Organizational and time management skills
- Oral and written communications skills.
- Proficiency in Microsoft office programs
- Ability to maintain confidentiality.
- Must have valid driver's license and access to reliable transportation.

Responsibilities of Rural Advocate

- Provide information & education about domestic violence & sexual assault to the agencies & citizens in the communities we serve through displays, fliers, presentations, & speaking engagements
- Maintain established outreach offices within the counties we serve
- Promote and participate with local Sexual Assault Response Team (SART)
- Develop professional relationships with key individuals within our outreach area
- Facilitate Parenting Classes and complete required forms and documentation.
- Assist victims with support and advocacy services (sheltered & non-sheltered)
- Assist victims with transportation
- Assist victims with safety planning
- Assist victims with legal advocacy, including obtaining protection orders
- Provide referrals and information about other programs to victims
- Attend county and community functions relevant to domestic violence issues
- Assist with shelter and on-site crisis work as deemed necessary
- Assist in the development of rural county/community services
- Perform other duties as assigned by the Executive Director or Shelter Director
- Work in cooperation with the South Dakota Network Against Family Violence & Sexual Assault Outreach Coordinator
- Provide on-call crisis advocacy alternating weeks with other on-call crisis advocates
- Accurately complete reports and paperwork in a timely manner

Recommended Skills:

- Adaptability & Flexibility: Adapts to changing work responsibilities and conditions.
- Self-Motivation, Initiative & Creative Thinking: Takes action without prompting and develops fresh ideas that provide solutions to all types of workplace challenges.
- Commitment to Quality Service: Builds and maintains client/community satisfaction with the services offered by the organization.
- Confidentiality, Integrity, Ethics & Trust: Maintains confidentiality and earns others' trust and respect through consistent honesty and professionalism in all interactions.
- Valuing Diversity: Helps to create an environment that embraces and appreciates diversity.
- Stress Tolerance & Unflappability: Maintains composure in highly stressful or adverse situations.
- Problem Solving Attitude: Approaches situations and challenges in a solution based proactive and effective manner.
- Respectfulness & Relationship Building: Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.
- Professionalism & Personal Boundaries: Conducts oneself within appropriate and expected professional boundaries and policies.