



Job Description

Advocacy Coordinator (FullTime; 40 hours a week)

Rebuilding Hope! Sexual Assault Center for Pierce County is seeking to hire a passionate and capable individual to serve as a Prevention Advocate.

Rebuilding Hope's mission is to offer support toward healing through advocacy and therapy for those affected by sexual assault and abuse. Through education and collaboration, Rebuilding Hope improves the community's response to sexual assault and abuse victims and challenges the behaviors and beliefs that promote sexual violence.

We are seeking candidates for this position who are passionate about enacting positive social change toward reducing instances of sexual violence in our community and who have the capacity to serve survivors seeking support following sexual assault or abuse.

Rebuilding Hope! is committed to developing a team of staff who reflect the diverse demography of our community and who represent the populations who are disproportionately impacted by violence. We strongly encourage members of our Black, 2SLGBTQIA+, culturally diverse, and differently-abled communities to apply.

Nature of Work

This Advocacy Coordinator position (the "Position") is a full-time position with Rebuilding Hope (the "Agency") involving extensive contact with sexual assault and abuse victims, as well as their support systems (collectively the "Clients") while seeking a wide array of client advocacy and specialized support services, as well as third-party community professionals. In dealing with issues (medical and or legal) surrounding sexual assault and commercial sexual exploitation/human trafficking, the Position serves as a lead service provider and supervisor with the support of the Advocacy Department Manager to recruit, train, and supervise approved program(s) staff, interns, and volunteers to improve their level of performance. The employee in the Position must have the ability to exercise independent initiative and judgment within the confines of the role. The Position is subject to the policies and procedures of the Agency, and reports to the Advocacy Department Manager.



In addition to direct client service expectations as needed and modeling for staff, the Position is responsible for representing the Department in the community to cultivate and foster effective collaborations to best serve clients' needs. The Position is a non-exempt position.

Responsible to: Advocacy Department Manager

Eligible to Supervise: Agency volunteers, interns, and staff (as approved by the Manager)

Salary & Benefits:

\$30.28 - \$34.13 hourly (DOE)

The agency pays 100% of premiums for health, dental, and vision care plans for full-time employees as well as a 2% contribution of eligible employee's salary to the Agency's SIMPLE IRA retirement plan. The Agency offers generous accrual rates for paid personal, sick, and vacation time off in addition to 13 paid holidays.

Location: Pierce County or Kitsap County, Washington - flexibility for remote and on-site facilitation of assigned responsibilities. Services provided are in both Pierce and Kitsap County. Potential need to drive cross counties as required, mileage is reimbursed.

Responsibilities

Primary Objective: Lead the day-to-day coordination of client support service programs to include 24/7 Advocacy, Sex Trafficking and Exploitation (STEP) and additional enhanced or specialized services (i.e. CAC, PREA, etc.). This coordination includes, but is not limited to staffing program hotlines and cultivating a strong volunteer base for client service coverage.

Program Coordination:

Job duties include but are not limited to:

- Serving as a program contact concerning various services, agencies, and vendors



- (i.e. Verizon OneTalk, JAMF, etc.);
- Supervising Agency volunteers and interns (both in Pierce and Kitsap);
- Coordinating with applicable college staff to support internship requirements for advocate interns;
- Providing hotline training and onboarding for advocates to include maintaining WA state credentialing;
- Taking lead in coordinating collaborative client services and referrals;
- Ensuring designated program(s) staff and volunteers/interns maintain/complete all program/data reporting to appropriate funders (NCS, City of Tacoma Eimpact, OCVA/InfoNet, etc.) by the appropriate deadlines; as advised;
- Implementing new service enhancements under the direction of the Advocacy Department Manager;
- Providing client service and data reports
- Reviewing and approving designated program staff and volunteer/intern timesheets and reimbursement requests;
- Conducting program outreach and representation;
- Organizing and attending Agency and third-party meetings as directed;
- Consulting with Advocacy staff as needed to coordinate services and adjust program updates/changes with program(s) teams and routine program meeting spaces;
- Performing other tasks as directed by the Advocacy Department Manager, Deputy Director, Executive Director, or their designee;

Leadership

Job duties will include:

- Collaborating with and supporting other local advocacy programs or Rebuilding Hope staff members when requested and approved;
- Assisting in attending community awareness events when scheduled, offering the public information regarding agency history and available services;
- Assisting the Advocacy Department in networking and outreach to external agencies and community professionals; and
- Providing any necessary internal programmatic support.



Direct Client Services:

Job duties include but are not limited to;

- Assisting with 24/7 hotline coverage to include evening, overnight, and/or weekend shifts with the opportunity to flex out that time within the pay period. The employee in the Position is expected to maintain availability to provide core sexual assault advocacy services both remotely and in person;
- Providing direct client services at various third-party locations (i.e. WCCW, NWIPC, etc.) in Pierce and Kitsap County;
- Meeting victims at all major Kitsap and Pierce hospitals (or other approved facilities) to provide support and assistance during forensic rape exams and law enforcement interviews;
- Providing coverage and support for the Department of Corrections information line;
- Completing all individual direct service data reporting requirements by the established deadlines;

Meeting and Training Requirements

Job duties will include:

- Completing 30+ hours of OCVA-mandated sexual assault training (provided by Rebuilding Hope or other approved Core training);
- Maintaining 12+ hours of ongoing training annually, to be approved by the Advocacy Department Manager
- Attending monthly advocacy meetings and trainings with advocacy/prevention staff;
- Attending scheduled Rebuilding Hope staff meetings and additional Rebuilding Hope staff requirements, including staff retreats or internal staff training requirements; and
- Committing to an individual training and development plan with your supervisor that centers on cultural sensitivity, community diversity, equity, access, and inclusion concepts and practices relevant to your position and your representation of Rebuilding Hope to the community and clients we serve.

Administrative

Job duties will include:



- Upholding all agency and Departmental Policies, including Confidentiality Policy and Mandatory Reporting Policy;
- Completing all client paperwork and documentation, including call sheets, ROIs, and consent forms, in a timely, thorough, and accurate manner;
- Submitting all timesheets and requests for reimbursements to the Advocacy Department Manager by the predetermined deadlines/due dates;
- Approving timesheets for interns and volunteers;
- Ensuring that volunteer and interns' personnel files are updated; and
- Responding promptly to all program staff requests when scheduled for regular work hours.

Distinguishing Characteristics

The employee in the Position must demonstrate competency in the following areas: a working knowledge of the issues involved in sexual violence and how individuals recover from sexual assault and the dynamics contributing to and resulting from commercial sexual exploitation/human trafficking; strong communication and listening skills; significant demonstration of leadership skills; ability to make competent and independent judgment calls relevant to their job description and expectations; ability to work with diverse groups; and commitment to Agency goals and victim/survivor empowerment.

Qualifications

The Advocacy Coordinator must have extensive working knowledge and awareness of the issues involved in sexual violence, child sexual abuse, sex trafficking, and trauma as well as how to work with multidisciplinary professionals relevant to child abuse intervention and investigations. This employee must demonstrate an effective ability to engage with clients, Rebuilding Hope staff, and community professionals. Excellent oral and written skills are required. Prior experience working with children in a professional setting is preferred. Strong knowledge and experience working with Microsoft Office and Google Drive/Apps is also preferred.

The desired experience and training for the Advocacy Coordinator includes a bachelor's degree in Human Services (preferably in areas of study related to human services, social services/work, criminal justice, psychology, law and justice, women and gender studies, or other related fields), *at least one year of experience in providing advocacy or direct human services and 1-2 years of direct client/case management service*



experience (preferred) **OR** a combination of four years of relevant education, training, and experience to include direct client or human services.

Transportation: The advocate must have their own means of transportation in order to attend County-wide and cross-county meetings and/or outreach and training activities; mileage is reimbursed for this position.

Position Details:

This is a full-time, 40 hours a week, Non-exempt position. This position pays \$30.28 - \$34.13 an hour depending on qualifications and experience. We are an equal opportunity employer. Candidates must be able to pass a fingerprint background check that covers Washington state and national jurisdictions. Rebuilding Hope offers an excellent benefits package that this position is eligible for. Preference will be given to qualified candidates who can begin working on this position as early as **February 26th, 2023**.