



## **JOB POSTING**

### **Community Advocate – South Snohomish County**

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Would you like to be part of a premier non-profit organization in Snohomish County? Domestic Violence Services of Snohomish County (DVS) is dedicated to ending domestic abuse by providing a wide range of services for victims and facilitating social change. Every day, our staff, volunteers, and Board of Directors work side-by-side to determine how our agency can meet the needs of our clients.

#### **GENERAL SUMMARY:**

The Community Advocate position provides individual advocacy and community outreach services to clients in south Snohomish County, including the communities of Edmonds, Lynnwood, Mountlake Terrace, Bothell, and Brier. Position also includes provision of on-site services at the Alderwood DSHS Community Service (CSO) office once a week.

#### **ESSENTIAL DUTIES:**

- Assess survivors' immediate needs related to domestic abuse.
- Aid in development of a safety plan for survivors and their children.
- Assist survivors with or refer them to internal and external resources for appropriate services for legal, housing, financial assistance, counseling, healthcare, and other needs.
- Provide culturally appropriate, empowerment-based advocacy to survivors of domestic violence.
- Assist DSHS staff in determining appropriate WorkFirst activities for referred clients who experience domestic violence.
- Communicate with DSHS CSO staff to case manage and record data using CSO systems.
- Communicate effectively with agency staff to ensure client case management.
- Conduct outreach to DSHS, DCYF, and other community agencies.
- Provide domestic violence education to survivors and their families, professionals, and community groups.
- Participate actively on the Healthy Relationships (HEART) team of Edmonds Community College.
- Conduct support group for survivors of domestic violence.
- Maintain organized files related to clients and agency. Submit timely reports.

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- Work with department new hires and volunteers to assist in their training as directed by department manager.
- Communicate with all staff, clients and community members in a manner that reflects respect and equality among all individuals of diverse cultural, ethnic, faith, mental/physical, and/or sexual orientation backgrounds.
- Conduct all work in a manner consistent with Board and Personnel Policies and Agency Procedures.
- Perform additional duties as assigned, which may include some evening or weekend hours.

### **QUALIFICATIONS AND EXPERIENCE**

- High school diploma or GED, or equivalent educational background.
- At least one (1) year's experience providing advocacy to individuals in a community resource or social services setting
- Understanding of domestic violence issues and survivor's needs.
- Excellent verbal and written communication skills.
- Strong ability to work independently and proactively.
- Demonstrable skills in the areas of communication, organization, and working independently and as part of a team.
- Understanding of burnout and effective stress management.
- Crisis intervention experience preferred.
- Ability to maintain strict confidentiality of client and agency information
- Basic computer skills including Microsoft Office, working knowledge of Internet, e-mail and ability to learn new programs
- Ability to provide culturally appropriate services to people from diverse backgrounds.
- Vehicle with current driver's license, registration, and insurance required.
- No disqualifying criminal history or sex offender convictions (WSP WATCH and DOJ Sex Offender Registry)
- Commitment to DVS mission, vision, and values
- Bi-lingual capability preferred
- Public speaking experience a bonus.

### **PHYSICAL DEMANDS**

To successfully perform the essential duties of this position, an individual must be able to sit at a desk for four or more hours a day, and use office equipment, including phones and computer keyboards, for four or more hours per day. Individuals must be able to engage clients over the phone and in-person by voice, as well as network with community partners. Regular attendance

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is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws.

This is a full time, hourly position reporting to the Legal Advocacy Manager. The typical schedule is Monday through Friday, 8:30am to 5:00pm, and Wednesday evenings until 7:30 PM. Other evening or weekend hours may occasionally be required. Weekly schedule will not exceed 40 hrs. DVS provides a comprehensive salary and benefits package that includes health insurance, long-term disability, and generous paid vacation and sick leave.

To be considered for the position, candidates should go to our website: <https://dvs-snoco.org/who-we-are-employment/>

Review the Mission, Vision, Values statement\*, submit a completed DVS Application Form, current resume and cover letter outlining the qualifications and salary expectations to:

Domestic Violence Services of Snohomish County  
P.O. Box 7  
Everett, WA 98206

Fax 425-258-5976

or email at: [admoffice@dvs-snoco.org](mailto:admoffice@dvs-snoco.org)

Only candidates that meet the posted qualifications will be contacted by our recruiter.

\*<http://dvs-snoco.org/wp-content/uploads/2017/08/Vision-Mission-Values.pdf>

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Social and Human Service Assistants  
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