Sacred Heart Center
Job Description for OUTREACH AVOCATE

Summary of the Position: Provide community based domestic violence and sexual assault advocacy services throughout the Cheyenne River Reservation. Develop public awareness, community education and initiatives dealing with domestic violence and sexual assault throughout the Sacred Heart Center service area.

Accountability: Family Violence Services Program Director

Qualifications:
1. Must be at least 21 years old.
2. Associate Degree preferred or combination of education and experience
3. Must pass central registry, criminal background checks and pre-employment drug testing.
4. Ability to relate well with others
5. Communication and record keeping skills, including computer skills/knowledge in Microsoft Office, Word, Excel, Publisher and Power Point.
6. Must be able to work flexible hours including evenings and weekends, if needed.
7. Must have valid South Dakota driver’s license and telephone.
8. Ability to lift 35 lbs.
10. Must be a self-starter
11. Ability to speak, clearly, concisely and confidently when doing public presentations
12. Ability to prepare and present accurate information to all clients we serve through the use of multi-media, written documents and verbal communication.
13. Maintain a professional appearance and demeanor.
14. Able to work as a member of a team.

Core Responsibilities include:
1. Community-based outreach advocacy for victims of domestic and sexual violence including the following areas: Civil and criminal justice proceedings, assistance with protection orders, medical advocacy, safety planning, referrals, advocacy with other agencies including social services and housing and other related services.
2. Shelter based advocacy for victims of domestic and sexual violence.
3. Assisting victims/survivors of sexual assault and domestic violence in identifying their options and listening in a non-judgmental manner.
4. Empowering victims through positive interaction.
5. Networking with and making referrals to appropriate agencies for client services.
6. Interviewing clients and completing the initial intake form.
7. Responsible for maintaining required records and for all required reports.
8. Develop and facilitate support groups in communities.
10. Provide community education: develops educational training materials and provides on average a minimum of four presentations, workshops or meetings a month.
11. Prepare and follow through with a monthly activity calendar. The monthly activity calendar will clearly delineate advocacy/outreach activities for the communities in the service area.
12. Educate other agencies about the Sacred Heart Center and its mission, including the distribution of materials and participation in presentations at fairs and community events.
14. Develop and provide services based on individual community’s needs.
15. Provide education to schools in the service area to both students and staff.
16. Travel required in the SHC service area. May travel outside of service area for trainings and workshops.
17. Ability to relate well with staff and residents, maintaining a professional attitude at all times.
18. Share on-call duties.
19. Adheres to Sacred Heart Center policies and procedures.
20. Performs other duties as assigned

The above list of primary responsibilities is not intended to be exhaustive; Sacred Heart Center reserves the right to revise this job description as needed to comply with actual job requirements.