



## *Women's Rural Advocacy Programs, Inc. (WRAP)*

Serving Lincoln, Lyon, Redwood, & Yellow Medicine County

### **POSITION DESCRIPTION**

Please email your resume and cover letter to [director@letswrap.com](mailto:director@letswrap.com)  
or mail it to PO Box 1193, Marshall, MN 56258 Attn: Becci

**POSITION TITLE:** Regional Domestic Abuse/Housing Advocate

**ACCOUNTABLE TO:** Executive Director

**LOCATION:** Primarily working out of the Redwood Falls or Granite Falls office (*\*travel within other WRAP Service Areas required on a regular basis*)

**Status:** Hourly, Part-time, 30 hours per week

**Pay Range:** \$15.00 -\$16.00/hour

**Benefits include:** PTO, paid holiday

#### **PRIMARY OBJECTIVES OF POSITION:**

- Work with clients and community partners to address homelessness/housing issues due to domestic violence.
- Ensure safety, provide advocacy and support, and offer options, referrals and resources to victims of crime through 24-hour crisis response.
- Facilitate awareness and educational opportunities within local communities.
- Collaborate and communicate effectively and professionally with criminal justice agencies and system's partners to encourage and build a system of accountability for perpetrators.

**SUPERVISION EXERCISED:** May supervise temporary workers, interns, volunteers, or other employees as directed or assigned by Executive Director.

#### **JOB SUMMARY:**

- Provide survivor driven and trauma informed advocacy services to survivors of domestic violence. Requires a particular focus on understanding rental assistance supports.
- Provide survivors with resources, flexible financial assistance as appropriate, referrals and education for economic stability- and housing-related assistance (i.e. education, employment, furniture procurement, utility assistance and personal finance budgeting).
- Build and maintain relationships with apartment managers and owners for tenancy of program participants (i.e. negotiate move-in costs and leases, recruit properties and housing providers to work with our housing programs, etc.)
- Develop and nurture on-going relationships with partner and referral service providers, particularly related to rental assistance.
- Updates and reviews hotel/motel provider working agreements annually. Offers training to hotel/motel staff on available services, placement policies and procedures, and general client safety in WRAP service area.
- Provides crisis intervention, follow up, support, advocacy, information and referral to clients in person or via crisis line; assesses for safety; arranges for hotel/motel placement and transportation; safety planning; accompanies clients to appointments; provides follow-up and/or support at the hospital/clinic
- Assists and provides advocacy with Orders for Protection and related civil orders; assists with Harassment Restraining Orders when related to domestic violence and/or stalking.
- Assist Program Coordinators to facilitate empowerment groups for Domestic Violence Victims.
- Serves as a key liaison between victims and the court system. Explains the criminal justice process and prosecution procedures. Attends court proceedings; arranges transportation for victims if needed; provides victims with case updates; reviews criminal justice complaints; reviews charging, plea, and sentencing.

- Contacts individuals through the criminal justice intervention process to provide victims with information on rights, resources, and services provided; provides advocacy, ongoing support; follow up, and other options.
- Educates and informs the community through media, presentations, area events, and other communications. Serves on committees, boards, etc. in consultation with the Executive Director.
- Keeps accurate database and records of services provided; tracks criminal cases; submits reports as required to Executive Director and shares with other entities as appropriate.
- Attends interagency meetings, trainings and workshops pertinent to advocacy services in consultation with the Executive Director.
- Participates in agency development events as consultation with the Executive Director.
- Provides opportunities for volunteers and interns, which includes recruiting, interviewing and supervision.
- Is available to participate in on-call rotating schedule, which includes rotating holidays.
- Must be able to travel in service to agency needs, including, but not limited to, direct services, trainings, meetings, and presentations.

**OTHER RESPONSIBILITIES:**

Performs other duties and assumes additional responsibilities in consultations with the Executive Director

**DESIRED MINIMUM QUALIFICATIONS:**

**Education and Experience**

High School diploma or equivalent, (G.E.D.)

Bachelor's degree in criminal justice, paralegal, human services, social work or related field desirable but not required.

Minimum of one year experience working with victims or related work experience and/or prior crime victims training preferred but not required.

**Necessary Knowledge, Skills and Abilities**

Knowledge of and sensitivity to domestic violence victims/survivors; working knowledge of the legal and social service systems, referral sources/options.

Skill in managing crisis situations; skill in multi-tasking and operating the listed tools and equipment;

Ability to establish and maintain effective working relationships with co-workers, supervisors, clients and the general public; ability to communicate effectively orally and in writing.

**SPECIAL REQUIREMENTS**

Must possess and maintain a valid state driver's license and insured reliable vehicle.

**TOOLS AND EQUIPMENT USED**

Requires use of a computer (MS Office Suite), Microsoft Outlook, Gmail and other office and communication equipment.

**Physical Demand and Work Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, communicate effectively with clients, travel, and operate office equipment. Employee is required to be mobile and lift at least 25 lbs.

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.**

It is the policy of this agency to provide equality of opportunity in employment to all persons, to prohibit discrimination because of race, color, religion, national origin, place of residence, political affiliation, disability, marital status, status with regard to public assistance, gender, sexual orientation, or age in all aspects of its personnel policies, programs, practices, or operations.