



*Life without violence.*

### **Domestic Violence/Sexual Assault Victim Advocate**

Hope Alliance is accepting applications for a full-time position as a **Domestic Violence/Sexual Assault Victim Advocate**. If you have a strong commitment to helping people, have solid office skills, and are willing to complete sexual assault/domestic violence advocate training, then this could be the job you've been looking for. Bi-lingual applicants are encouraged to apply.

Hope Alliance is the state accredited non-profit agency in Lewis County, Washington for providing 24/7 victim advocacy. Hope Alliance advocates for and empowers survivors of domestic violence and sexual assault. Hope Alliance also seeks to effect social change by collaborating with community partners to inspire life without violence. This is a regular, full-time position that usually works Monday through Friday, 9AM to 5PM. This position also takes the 24-hour crisis line some weeknights and weekends each month on a rotating schedule with other advocates. Pay starts at \$16/hour, with incentives for advanced office skills, previous experience as an advocate, a college degree, and/or bi-lingual skills. Benefits include employer-paid medical/dental/vision insurance, employee assistance program, paid holidays, vacation and sick leave accrual. Hope Alliance is an Equal Employment Opportunity employer.

A full copy of this recruitment package, including Position Description, Hope Alliance Employment Application form, and Supplemental Questions can be obtained by contacting the Hope Alliance Executive Director [kristinec@hopealliancelc.org](mailto:kristinec@hopealliancelc.org)

To be eligible for this position, an applicant must be willing to submit to a National Law Enforcement background check.

To be considered for this position, a complete application package must be submitted:

- Cover letter
- Current resume
- Completed Hope Alliance Application form
- Responses to Supplemental Questions
- Feel free to attach letters of recommendation.

Submit application materials to:

Kristine Camenzind  
Executive Director  
Hope Alliance  
PO Box 857  
Centralia, WA 98531

Application materials may be submitted to Kristine Camenzind by email to [kristinec@hopealliancelc.org](mailto:kristinec@hopealliancelc.org)  
If you have questions or would like additional information, please contact Kris Camenzind @ (360) 748-6601.

***Hope Alliance is an Equal Opportunity Employer.***

# Position Description: Domestic Violence/ Sexual Assault Advocate

<b>Title:</b>	<b>Domestic Violence/ Sexual Assault Advocate (Direct Services)</b>
<b>Pay Range:</b>	<b>\$16.00 - \$22.00</b>
<b>FTE:</b>	<b>1.0 FTE</b>
<b>Program:</b>	<b>All</b>
<b>Reports To:</b>	<b>Executive Director</b>

## Description of Organization

Hope Alliance is a 501c3 organization located in Centralia, Washington. Hope Alliance has provided confidential crisis intervention services to the community for over forty years. Hope Alliance advocates for and empowers survivors of domestic violence and sexual assault. Hope Alliance also seeks to effect social change by collaborating with community partners to inspire life without violence. Our core values are: Autonomy, Safety, Inclusion, Dignity, Integrity and Partnership. Ensuring the privacy, safety, and well-being of our clients are our highest priorities. We believe each employee contributes unique skills that are not limited by assigned responsibilities. All employees are expected to offer their services to promote the success of the Hope Alliance's Mission. **Strict adherence to the agency confidentiality policy is required.**

## Job Scope

Duties are performed independently in Hope Alliance's office and in the community, operating from established policies and procedures. This position is not supervisory in nature.

## Required Minimum Qualifications

- Commitment to the agency's mission and core values
- Ability and willingness to take and pass core sexual assault and domestic violence advocacy training, as required by governing WACs and RCWs of Washington State.
- Pass a comprehensive National background investigation and pre-employment drug screening.
- Valid Washington State Identification.
- Eligible to work in the US.
- Excellent communication skills, both orally and in writing.
- Skill in performing a variety of clerical functions at a technical or secretarial support level, such as:
  - Operate a multi-line phone system;
  - Demonstrate journeyman computer skills (like MS Word, Excel and other software and apps);
  - Organize and maintain timely and accurate client and event records.
- Ability to work in a self-directed manner and as part of a team.
- Ability to complete daily, weekly and monthly tasks and complete checklists within required timeframe.
- Ability and willingness to respond with compassion to clients in a supportive client environment.
- Ability and willingness to communicate and work well with individuals of diverse backgrounds, various religious beliefs, lifestyles, sexual orientations, age variance, income levels, and differing abilities.
- Ability to make critical decisions, problem-solve, and remain calm in high crisis situations.
- Ability to perform a variety of tasks often on short notice.
- Ability to maintain absolute confidentiality of all client data, processes, and identity.

## Preferred Qualifications

- Associates degree in social services, social sciences or a related field; or two years relevant work experience.
- Bilingual – Spanish/English
- At least 2 years' experience using MS Word, Excel, and other software and apps.
- Recent experience within a domestic violence program or community sexual assault program.

## Key Responsibilities as assigned to include some or all of the following duties

- When the need arises, provide direct advocacy services to survivors of domestic violence and/or sexual assault in person and via telephone, including Hope Alliance's 24-hour crisis response line.

- Provide crisis intervention and referral services to callers and clients, regardless of program type.
- Provide assistance with systems navigation to survivors of domestic violence and sexual assault.
- Provide objective, knowledgeable and supportive intervention on behalf of the client: assert and advance the client’s choices and rights.
- Responding to hospital calls for sexual assault and domestic violence client advocacy.
- Attend and participate in agency and community meetings and trainings as assigned.
- Complete 50 hours of initial Core Training as well as 30 hours of continuing education in each following year of employment.
- Adhere to all Washington State Laws (RCW) and Washington Administrative Codes (WAC) relating to community based domestic violence and sexual assault program(s) services.
- Follow established Policies and Procedures.
- Perform routine operations & maintenance tasks to provide a safe and clean environment.
- Other assigned duties may include but are not limited to: providing services to clients regardless of program, facilitating support group, providing childcare, court monitoring, sorting and dispersing donations, reception, providing community education, providing outreach, and clerical tasks.

### Schedule

Monday – Friday; 9:00AM – 5:00PM and other hours as required. Joining the rotation of advocates answering crisis line calls on evenings, weekends, and holidays.

### Benefits

Available employee benefits package includes medical/dental/vision/life insurance, an employee assistance program, paid vacation and sick leave, and paid Federal holidays off.

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, or a contract for employment. It is subject to change at the discretion of the employer.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_



Honors/Awards/Certifications

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Bi-lingual skills? \_\_\_ Yes \_\_\_ No If yes, which language(s)? \_\_\_\_\_

**EMPLOYMENT HISTORY** List below your last four employers starting with the most recent first.

DATE Month/Year	Name of Employer	Employer Address	Salary (Upon Leaving)	Position	Reason for Leaving
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					

**BACKGROUND INFORMATION FOR ALL POSITIONS**

Have you ever applied for a position with Hope Alliance before? If so, when? \_\_\_\_\_

Have you ever been employed by Hope Alliance before? " NO " YES.

If yes, under what name and in what position?

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Please list any relatives you have that are currently employed by Hope Alliance.

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Have you ever been disciplined or discharged for cause? "NO " YES. If yes, please briefly describe the circumstances: \_\_\_\_\_

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Have you been convicted of a felony or released from prison within the last ten (10) years, or have you been convicted of a misdemeanor (excluding minor traffic offenses) within the past three (3) years? " NO " YES If yes, please briefly describe the circumstances: (A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied.)

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Do you have a valid driver's license? " NO " YES STATE: \_\_\_\_\_

Please list any violations, tickets, accidents or incidents that will be listed on your driving record of the last five (5) years: \_\_\_\_\_

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Have you reviewed the Hope Alliance position description for the job you are applying for?

"YES "NO.

Do you feel you are able to perform the essential functions of the job either with or without reasonable accommodation? " YES "NO

**AGREEMENT**

I certify that the statements made on this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire or dismissal if I have been employed. I understand that employment is conditioned upon a background check. I authorize Hope Alliance to thoroughly investigate all statements contained herein.

I understand and agree that nothing contained in this application constitutes an employment contract. I further understand that if I am hired, my employment will be "at will" and without fixed terms, and may be terminated at any time, with or without cause and without prior notice, as no such promise or guarantee is binding upon Hope Alliance, unless made in writing.

**AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS**

In consideration of the review of my employment application, I authorize the release of all high school, college and other educational records pertaining to my attendance, course work and other school activities. Hope Alliance is authorized to solicit information regarding my character, general reputation, previous employment and similar background information, and to contact any and all references I have given on my application. Hope Alliance is also authorized to make any investigation of my personal history through any established methods of the agency's choice.

To my former employers named in this application, please furnish Hope Alliance with personnel information as requested. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If I become employed by Hope Alliance, I release Hope Alliance from any liability for future references it may provide regarding my work history and performance at HA.

**I further agree to the following terms and conditions of employment:**

- Submitting proof of citizenship or U.S. work permit upon employment.
- Meeting the job attendance and performance requirements of the position.
- Conforming to Hope Alliance personnel rules, regulations, and instructions.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REFERENCES**

Please provide six references, including supervisors, subordinates and peers.

Name	Relationship	Reference Contact Information

## **Supplemental Questions: Domestic Violence/ Sexual Assault Advocate**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

1. What experience do you have providing social or advocacy services to the public?
2. What experience do you have dealing with individuals who are upset or confrontational?
3. Are you bi-lingual? If so, what experience do you have using that skill in a professional environment?
4. What is your experience working in an environment in which confidentiality is an absolute requirement?
5. What is your experience using computer software like Microsoft Word and Excel?
6. What is your experience maintaining a website, Facebook page, or other social media?
7. Is there anything else we should know about you in considering you for this position?