



## **ROVING ADVOCATE JOB DESCRIPTION**

### **Purpose:**

- To provide advocacy, prevention services, and direct support services to survivors throughout the Monadnock region. Serve as primary advocate and MCVP representative for underserved communities in Jaffrey, Peterborough, Antrim, Rindge, and others in Eastern Cheshire County and Western Hillsborough County.

### **Major Responsibilities:**

The Roving Advocate is an essential role at the Monadnock Center for Violence Prevention (MCVP), particularly as the advocate charged with delivering direct services to the greater Monadnock region. The Roving Advocate will balance time between the Keene, Jaffrey, and Antrim offices as determined in consultation with the Direct Services Program Director (supervisor) based on the needs of the organization. The Roving Advocate will provide legal advocacy, including accompanying survivors to court. The Roving Advocate will represent MCVP in the catchment area by attending committee meetings of nonprofit organizations, municipal agencies, local businesses, and other entities as assigned or required.

### **Direct Services**

- Provide direct services to survivors of domestic violence, sexual assault, stalking, and human trafficking.
- Offer support to family, friends, and children of survivors.
- Complete survivor contact logs in a timely manner and file for entry into database.
- Serve as an advocate for MCVP's 24/7/365 crisis line as assigned – evenings, weekends, holidays (compensated at per diem rate).
- Organize, update, and maintain confidential files in roving offices and on computer.
- Maintain an active referral network with professionals, businesses, and social service agencies.
- Attend weekly all-staff meetings at MCVP headquarters in Keene.
- Collaborate with MCVP colleagues for referrals, staff support, and prevention education.
- Attend weekly Direct Service Team meetings at the MCVP office in Keene.

### **Qualifications:**

#### **Education:**

- High school diploma or equivalent required. Undergraduate degree preferred. Equivalent experience considered.
- 40 hours of Foundations of Advocacy training in accordance with NH RSA 173C, provided through MCVP and the New Hampshire Coalition Against Domestic and Sexual Violence (NHCADSV), for which you will be paid.

**Skills:**

- Crisis intervention and advocacy skills.
- Strong verbal and written communications skills.
- Highly organized and strong attention to detail.
- Ability to provide training, education, and awareness presentations and programs to the public and other social service professionals.
- Ability to set and maintain boundaries with clients, MCVP staff, and other professionals, including upholding confidentiality and anti-harassment.
- Ability to work independently with minimal supervision.

**Knowledge:**

- Understanding of the dynamics of domestic violence, sexual violence, stalking, and human trafficking is preferred.
- Understanding the co-occurrence of physical, mental, emotional, financial, and spiritual abuse.
- Knowledge of local community resources is preferred.
- Knowledge of trauma-informed care.
- Adequate computer facility, including word processing and Outlook.

**Other:**

- Reliable transportation.
- Valid Driver's License.
- Insurance Coverage (vehicle).
- Criminal Background and DMV Check.
- Must live in the Monadnock Region.

**Classification:**

100% Direct Service

40 Hours, Full-time, Exempt

NOTE: The Roving Advocate will balance time between MCVP's three offices: Keene, Jaffrey, Antrim. Schedule will be determined in consultation with Direct Services Program Director (supervisor), according to the needs of the organization.

**Supervision:**

The primary supervisor will be MCVP's Direct Services Program Director.

**Compensation:**

\$44,720 - \$62,000 per year plus a generous benefits package; travel reimbursement at current federal rate

Those with past lived experience (a minimum of 1 year ago) and/or those who are members of marginalized groups (disabled, LGBTQIA2+, BIPOC, immigrant/refugees, etc.) are encouraged to apply to help us better represent those we serve.