



ADVOCATE JOB DESCRIPTION

Purpose:

- To provide advocacy, prevention services, and direct support services to survivors throughout the Monadnock region. Act as MCVP representative for the MCVP “For Now House” emergency shelter.

Major Responsibilities:

The Advocate is an essential role at the Monadnock Center for Violence Prevention (MCVP). The Advocate will balance time between the MCVP's emergency shelter and the main office in Keene, as determined in consultation with the Client Services Director (supervisor) based on the needs of the organization. The Advocate will provide trauma-informed, empathic support to survivors, including accompanying survivors to hospitals and court. In collaboration with the other Advocates, the Advocate will offer workshops for shelter guests at least twice per month on topics of relevance to survivors (financial literacy, anger management, etc.). The Advocate will represent MCVP on local and regional committees as assigned by the supervisor, particularly with regards to shelter and housing related issues. Additional responsibilities include coordinating shelter maintenance activities.

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).
- In collaboration with other Advocates, organize, update, and maintain confidential files in shelter and main offices and on computer.
- Maintain an active referral network with professionals, businesses, and social service agencies.
- Attend weekly all-staff meetings at the MCVP main office 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.
- Other tasks as assigned.

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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 173-C, 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 survivors, 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 as part of a team and independently with minimal supervision.

Knowledge:

- Understanding of the dynamics of domestic violence, sexual violence, stalking, and human trafficking is preferred.
- Understanding of 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 required during work and on-call shifts.
- 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

Supervision: The primary supervisor will be MCVP's Client Services Director

Compensation: \$47,000-\$52,000 annually; travel reimbursement at current federal rate

Benefits: Health including Dental, Retirement contribution, Four weeks' vacation

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.