



06/26

## Community Action Partnership of Madera County

**JOB TITLE:** SPECIALTY ADVOCATE

**DEPARTMENT:** Victim Services - Underserved / Unserved

**REPORT TO:** Victim Services Coordinator

**SUPERVISE:** N/A

**COMPENSATION:** Range 23.0

**FLSA:** Full-time; Non-Exempt

**JOB OVERVIEW:** This position is responsible for providing crisis intervention, advocacy, and support services to victims / witnesses of crime. Coordinates awareness events and training.

### QUALIFICATIONS:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, abilities, core competencies, and/or physical required. As required by state and federal law, reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position so long as they do not pose an undue hardship to CAPMC. Completion of the Sexual Assault/Domestic Violence Counselor training per Evidence Code 1035.2-1035.4 and 1037.1 is required. California Victim Witness Entry Level Advocate Training may be required within one year of employment.

### EDUCATION/ EXPERIENCE:

- Bachelor's Degree in Criminology, Victimology, Social Work, Sociology, Psychology, or a related field.
- Minimum of 2 years of experience as a full-time Victim Services Advocate or equivalent.

### ABILITY TO:

- Communicate effectively orally and in writing with individuals and groups; public, private, and governmental agencies.
- Communicate and deal effectively with individuals and groups in stressful situations.
- Coordinates awareness events, presentations, and meetings.
- Work effectively under conditions of limited supervision, high stress, and rapidly changing situations and circumstances.
- Travel out of town for training, conferences, and committee meetings.

## **SPECIALITY ADVOCATE (UNDERSERVED / UNSERVED)**

### **Page 2 of 7**

- Read, speak, and write Spanish is required.

### **KNOWLEDGE OF:**

- Criminal justice system, family court, and community resources for diverse populations.
- Skills in public speaking, crisis intervention, and counseling techniques.
- Effectively communicates with various socioeconomic and cultural backgrounds.
- Issues affecting victims and witnesses of crime.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, Adobe, & Canva).
- Trauma informed care.

### **CORE COMPETENCIES:**

- Customer Commitment – proactively seeks to understand the needs of CAPMC customers, populations, and communities served by CAPMC and provides the highest standards of services.
- Dedication to Professionalism and Integrity – demonstrates and promotes fair, honest, professional, and ethical behaviors that establish trust throughout the organization and the populations and communities served by CAPMC.
- Organizational Excellence – takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of CAPMC's programs and services.
- Success through Teamwork – collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

### **GENERAL PHYSICAL REQUIREMENTS**

- Exerting up to 15 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance taking into account the provisions of CAPMC's absenteeism policies and consistent with laws and regulations such as the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), and other federal, state, and local standards.
- Able to perform the essential job functions of the job subject the potential reasonable accommodations subject to the standards and limitations of the ADA, FEHA and federal, state leave laws including, without limitation, the FMLA, CFRA, PDL and other federal and state laws and regulations.

### **MAJOR DUTIES & RESPONSIBILITIES:**

#### **LEADERSHIP**

- Adheres to and applies the CAPMC mission, values, standards, policies, and procedures.
- Attends mandatory new employee orientation/ mentor activities.
- Attends training, workshops, and classes to keep abreast of client engagement theories and practices.
- Engages and encourages personal and professional development.

## **SPECIALITY ADVOCATE (UNDERSERVED / UNSERVED)**

### **Page 3 of 7**

- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values, and grant requirements.
- Identifies and resolves concerns and issues.
- Interact with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parents, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Reports and assistance in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.
- Works as a team member to support the functions and operations of the Department and the Agency.

### **PROGRAM DUTIES:**

- Actively participates in multi-disciplinary teams (MDT) and task force.
- Attends advance training as required and demonstrates commitment to the program.
- Maintain good relationships and communications with families, survivors, and community partners.
- Adheres to confidentiality policies for information shared in MTD, case status updates meetings, discussions, correspondence, or any other source.
- Keeps informed on victim rights laws.
- Work to secure collaborative relationships with other community partners to organize events promoting awareness and prevention.

### **CRISIS INTERVENTION:**

- Inform victims of resources and assists in accessing services.
- Participates in training for Victim Services Advocates.
- Provides information to victims and their parents/legal guardians on victims' rights.
- During non-office hours, responds to crisis line or provides back up to volunteers on a 24-hour crisis line on a rotational basis.
- Shelters, or makes shelter referrals, for appropriate survivors.
- Provides transportation when necessary and safe.

## **SPECIALITY ADVOCATE (UNDERSERVED / UNSERVED)**

### **Page 4 of 7**

- Provides short-term peer counseling to survivors and witnesses of crime, as well as to family and friends of those individuals.
- Responsible for referring individuals to appropriate community resources for additional assistance and counseling.

### CASE MANAGEMENT:

- Make follow-up contact with survivors within 72 hours, or the first business day.
- Assesses survivors' current and long-term needs.
- Tracks survivors' need through the database system.
- Serves as a liaison between the survivor and other resources.
- Provides in-person counseling.
- Accompany survivors, as needed, to medical/law enforcement appointments to seek help with crime related/significant incident situations.
- Assesses eligibility and refers, or assists, clients in completing and submitting Victim of Crime Claims.
- Provides court support, i.e., provides general information regarding the criminal justice system, acts as court escorts, and provides information on the status of the survivor's case.
- Prepares correspondence on behalf of survivors to service providers.
- Mentors' survivors write their own correspondence.
- Assists with applying for U-VISA and T-VISA applications.

### DOCUMENTATION / RECORD KEEPING:

- Writes and submits monthly productivity reports.
- Completes a written log of activities and services offered to each survivor.
- Maintains records and statistical data reports, where applicable.

### COMMUNITY AWARENESS AND TRAINING:

- Provides presentations and training to community agencies, staff, interns, and volunteers.
- Coordinates awareness events and other activities as assigned.

### OTHER DUTIES:

- Adheres to the Americans with Disabilities Act of 1990 (ADA) and California Fair Employment and Housing Act, in interactions with the population and communities served by CAPMC in this position which, among other things, prohibits discriminatory conduct towards any qualified individuals with disabilities. Children with disabilities are enrolled in the classroom as mandated by federal and state laws.
- Ensures strict compliance with Universal Precautions (CDC guidelines developed to prevent the transmission of bloodborne pathogens, such as HIV and hepatitis B, which includes guidelines regarding hand hygiene, Personal Protective Equipment (PPE), Safe Handling of sharps and contaminated materials, and environment cleaning and disinfection of surfaces and equipment) during work-related visits or when administering first aid.
- Other duties assigned within scope of job classification.

## **SPECIALITY ADVOCATE (UNDERSERVED / UNSERVED)**

**Page 5 of 7**

### LIMITS OF AUTHORITY

- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency's policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

### **OTHER REQUIREMENTS:**

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required meeting CAPMC requirement. Mileage subject to reimbursement pursuant to CAPMC's policy.
- Must complete all CAPMC background requirements: background references, sex offender registry check, Livescan checks, pre-employment health and drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving post-offer clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to always ensure maximum safety for oneself, fellow employees, clients, and children.

### PHYSICAL ACTIVITIES AS NEEDED TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION

- **Balancing:** Maintaining body equilibrium to prevent falling or tripping when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, stepping stools, ramps, stairs, and the like, using feet and legs and/or hands and arms. Hands and arms may be used for balance, such as holding a railing.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Driving:** Driving is the operation of a motorized passenger vehicle or other vehicle such as forklifts, golf carts, riding mowers.
- **Eye/Hand/Foot Coordination:** Performing work through using two or more body

## **SPECIALITY ADVOCATE (UNDERSERVED / UNSERVED)**

### **Page 6 of 7**

parts or other devices.

- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- **Fine Manipulation:** Touching, picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.
- **Foot or Leg Controls:** Use of one or both feet or legs to move controls on machinery or equipment. Control includes, and is not limited to, pedals, buttons, levers, or cranks.
- **Gross Manipulation:** Seizing, holding, grasping, turning, or otherwise working with the hand(s). It is often present when lifting involves the hands. Fingers are involved only to the extent that they are an extension of the hand to hold or operate a tool such as tin snips or scissors.
- **Hearing Requirements:** The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes, or alarms) (with or without correction). This includes in person speech, other remote speech, other sounds, telephone, video conference.
- **Keyboarding:** Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine, or 10-Key numeric keypad.
- **Kneeling:** Bending legs at the knees to come to a rest on knee(s).
- **Lifting or Carrying:** Lifting is raising or lowering an object from one level to another. Lifting can include an upward pulling motion. Carrying is to transport an object – usually by holding it in the hands or arms or wearing it on the body.
- **Pushing or Pulling:** Pushing is exerting force upon an object so that the object moves away from the origin of the force. Pulling is exerting force upon an object so that the object moves toward the origin of the force. Pushing or pulling may involve use of hands or arms and/or feet or legs done with one side of the body or both sides.
- **Reaching at or below Shoulder Level:** Reaching at or below the shoulder is present when there is 'Reaching,' but it does not meet the threshold for 'Overhead.' 'Overhead' and 'At or Below the Shoulder Reaching' can be present in the same task.
- **Reaching Overhead -** Extending the arm(s) with the hand(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.
- **Repetitive Motions:** Making frequent continuous movement.

## **SPECIALITY ADVOCATE (UNDERSERVED / UNSERVED)**

### **Page 7 of 7**

- Alternate Standing/Sitting at Will: The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between standing or sitting as needed.
- Sitting: Remaining in a seated position.
- Speaking: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Standing or Walking: Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.
- Stooping: Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

### VISUAL ACUITY

- Near Visual Acuity: Clarity of vision (with or without correction) at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.
- Far Visual Acuity: Clarity of vision at 20 feet or more (with or without correction). This is not just the ability to see a person or object, but the ability to recognize features as well.
- Peripheral Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions so long as they do not pose an undue hardship to CAPMC.

### WORKING CONDITIONS

- Since several of the job duties require the worker to work outside on a regular basis, the worker will be subject to environmental working conditions, inclement and / or hot weather, etc. Activities occur inside and outside.
- The worker may be exposed to infectious diseases while working and interacting with the populations and communities served by CAPMC in this position.

***To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.***