

**YWCA Hanover
Job Description**

Job Title: Prevention/Outreach Advocate

Revision Date: September 2022

Full time **Part time**

Hours of Work: 8-4:30 or as needed

Hours per week: 40

Shift: Day shift, on-call and weekends as needed.

Department Name: Safe Home

Department Number:

Reports To: Supervising Client Advocate(s)

To be completed by the Human Resources Department:

FLSA Status: Exempt Non-Exempt

Classification:

Grade Level:

POSITION SUMMARY

YWCA Safe Home is a 501(c)(3) non-profit dedicated to providing direct services to victims of domestic violence and human trafficking in Adams and York Counties. Safe Home strives to empower clients to achieve their self-defined goals and to support their ability to obtain and maintain their personal safety. The Prevention/Outreach Advocate will be a public representative of YWCA Hanover Safe Home providing community education, outreach, and prevention programming designed to address systemic oppressions, close gaps and improve overall policy and system response to those who have been victims of domestic violence. Public speaking, community partner engagement and collaboration, with a specific focus on connections with diverse and marginalized populations, are key aspects of this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prevention Activities:

- Collaborate with Safe Home management and staff to create and implement a five-year overarching logic model for the prevention of intimate partner violence in compliance with PCADV recommended program standards, including strategies for achieving long-term change and regular evaluation of the work to ensure quality.
- Participate in development, refinement, and subsequent updating of relevant curriculum programs for violence prevention presentations, including identification of at least one strategy at the community or societal level of the Social Ecological Model.
- Implement and provide violence prevention lessons to identified populations, including students enrolled in grades K-12, student and youth athletes, and children enrolled in after school programs.
- Plan and keep track of all Safe Home programs and activities that are related to prevention/education programming.
- Prepare reports on the effectiveness of the violence prevention curriculum, delivery/educational methods, and overall logic model goals.
- Develop, refine, and deliver in-house trainings to Safe Home staff, including Domestic Violence Advocate training and JARS trainings in accordance with relevant PCADV and other funder standards.
- Develop and design visual presentations, brochures, social media content, and other materials in support of prevention efforts.
- Conduct evaluations of trainings in the form of pre/post-tests, participant satisfaction, surveys, periodic evaluations, etc. and further contribute to the analysis and interpretation of evaluation results.
- Compile accurate data and report program activities, goals, and needs to management and funders on a routine basis.

Outreach Activities:

- Provide community education and outreach to identified populations, including diverse and marginalized populations, through age appropriate, interactive presentations, trainings, workshops, community, and school presentations, speaking engagements, discussion groups, and awareness activities on domestic violence, intimate partner violence, human trafficking, healthy relationships, and bystander interventions.
- Develop and maintain cooperative working relationships with agencies, organizations, educators and administrators in York and Adams Counties to ensure the availability of needed services for survivors of domestic abuse and violence.
- Respond to community educational requests and participate in community education through public speaking as a Safe Home representative and advocate.
- Develop and design visual presentations, brochures, social media content, and other outreach materials in support of outreach efforts.

- Facilitate training for Safe Home staff and volunteers regarding messaging, public speaking, and other necessary information as it relates to outreach programming.
- Responsible for co-planning, facilitating, and monitoring domestic violence and human trafficking awareness events to include, but not limited to, Walk a Mile in Her Shoes, Domestic Violence Awareness Month, National Crime Victims Rights Week, Teen Dating Awareness Month, Human Trafficking Awareness Month, and other awareness events.
- Ensure availability of brochures and other relevant materials in key locations throughout the York and Adams County communities.

Direct and Other Services:

- Provide culturally competent and trauma-informed direct services to victims of domestic violence and human trafficking, including collaborating with Safe Home staff and volunteers to ensure comprehensive and holistic approach to client services.
- Ensure that clients receive appropriate and accurate information and referrals, options counseling, safety planning, goal planning, and system advocacy.
- Model trauma-informed care standards for clients and the community.
- Maintain accurate and complete records of direct services in compliance with both Safe Home internal policies and funder guidelines.
- Attend all necessary and appropriate meetings, seminars, and trainings geared to increase effective client services and provide instruction about domestic violence issues as assigned.
- Attend all events, meetings, and community events as deemed appropriate by Assistant Director/Program Director/CEO.
- Other assigned duties related to VOCA funding, PCADV funding, or YWCA Hanover Management.

Job Knowledge, Skills, Abilities, and Competencies:

- Prior experience in public speaking and engaging with diverse and marginalized populations in informal/formal and large/small group settings, both virtually and face-to-face.
- Experience in developing multi-year logic models to achieve long term organizational goals.
- Research, analyze and create engaging presentations with compelling content and visuals using a variety of communication techniques and mediums.
- Outstanding verbal, written, and visual communication skills, with the demonstrated ability to flex communication style based on audience and situation.
- Ability to lead a staff/volunteer team utilizing strong interpersonal skills, mentoring/coaching techniques, and awareness of differing learning and communication styles.
- Demonstrated ability to apply appropriate conflict resolution methods which lead to positive solutions.

- Must be well organized and adept at staff management, record keeping, and time management.
- Complete and maintain required documentation in Efforts to Outcome (ETO) software, paper files, and internal databases.
- Proficient in the use of Microsoft Office products, including Excel, Word, and PowerPoint, and other relevant software programs.
- Proficient in the use of various design software and virtual presentation programs, such as WebEx, MS Teams, and Zoom.
- Must be familiar with community resources and knowledgeable about options available to victims and survivors of domestic violence, human trafficking, and sexual assault.
- Must possess basic knowledge of domestic violence, sexual assault, human trafficking, and other serious crimes and their impact on victims.
- Requires ability to maintain confidentiality, and to make appropriate decisions in crisis situations.
- Upon hire, must pass criminal background check.
- Must possess valid driver's license and have access to reliable transportation.

Education and Experience

Bachelor's Degree in one of the following areas: human services, social work, education, communication, public relations, and/or 3-5 years' experience designing and implementing outreach programs in the social services sector. Completion of the Pennsylvania Coalition Against Domestic Violence (PCADV) training. Completion of ongoing training and continuing education as needed in compliance with Safe Home's internal policies and funder guidelines.

ESSENTIAL PHYSICAL AND MENTAL JOB REQUIREMENTS

The following items apply to the essential job functions of the job title listed above. This list is used as a guide only and is not an exhaustive or comprehensive list.

1. Following Directions

- Full Understanding of Both Written and Verbal Instructions Required
- Understanding of Verbal Instructions Only Required
- Understanding of Written Instructions Only Required

2. Communication - English

- Excellent Verbal Communication Skills Necessary
- Basic Verbal Communication Skills Necessary
- Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- Fluent Reading
- Recognition of Signs/Symbols
- Simple Reading
- No Reading Skills Required

4. Hearing

- Ability to Hear Required
- Limited Hearing
- Hearing Not Required

5. Seeing

- 20/20 Vision with Corrective Eyewear
- Limited Vision
- Vision Not Required

6. Functional Math

- Complex Computational Skills (Accounting and Financial Skills)
- Simple Computational Skills (Add, Subtract, Multiply, Divide, Percentages)
- Simple Counting Skills
- No Mathematical Skills Needed

7. Time

- Must Tell Time to the Minute
- Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- Several Blocks From Building
- Building Only
- Work Area
- Room Only

9. Mobility Skills

- Mobility Within the Building
- Mobility Within a Four-Block Radius
- Driving Required

10. Sitting

- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

11. Standing

- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

12. Bending

- Knees and Waist
- Waist Only
- Knees Only
- No Bending Required

13. Lifting

- Greater than 30 lbs.
- 10 - 30 lbs.
- Less than 10 lbs.
- No Lifting Required

14. Reaching

- Greater than 6 Feet
- 2 - 6 Feet
- Less than 2 Feet
- Reaching Required

15. Reasoning Ability

- Must be able to maintain composure under stressful and/or emotional situations

16. Work Environment

- Must be able to maintain composure under stressful and/or emotional situations
- The noise level in this work environment is: **Moderate**

The work environment characteristics described within are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities as described within the Americans with Disabilities Act of 1990 to perform the essential functions of this position.

Acknowledgement

Reviewed with employee by:

Supervisor/Manager/Director/ Name:	
Title:	
Date:	

I acknowledge that I have reviewed this job description and that I understand all content.

Employee name: <i>(please print)</i>	
Employee Signature:	
Date:	

The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks and responsibilities. Employees will be expected to perform duties that do not appear on the job description. Management reserves the right to amend and change responsibilities to meet operational and organizational needs as necessary.