



## **The Opportunity**

Are you committed to helping others?

Safe & Sound Somerset is looking for a creative, energetic, and passionate Financial Empowerment and Housing Center Advocate to join our dynamic trauma-informed organization.

## **What Your Day will Look Like**

You will deliver a variety of services to survivors engaged in the Financial Empowerment and Housing Center including providing trauma informed case management, education, and advocacy. Your goal will be to help survivors heal from domestic abuse and/or sexual assault through holistic and compassionate client centered programming.

## **What You Bring to this Role**

First and foremost, you'll bring a level of enthusiasm towards helping survivors. You'll use your strong communication skills, your stellar organizational skills, and your high level of emotional intelligence to meet the survivors where they are and support their healing process. A minimum of 3 years' experience in case management, crisis intervention or advocacy is required. DV/DV 60 hour training certificate a plus.

## **What We Offer**

We believe in continuous learning and will provide you with professional development workshops. You will be surrounded by a committed, multi-disciplinary team environment. We provide a comprehensive medical and benefits package, paid time off/sick time, a 401K plan and flexible work schedules in a hybrid work environment or eligible positions (remote/off-site). We do require you have access to confidential remote office space and high-speed internet.

Safe + Sound Somerset strongly values diversity for the benefit of our team, our work, and our collective movement to end violence. We are proud to be an Equal Opportunity Employer and strongly encourages applicants from racially or ethnically diverse communities, LGBTQ+ communities, individuals with disabilities, and survivors to apply.

To learn more, visit our website at [www.safe-sound.org](http://www.safe-sound.org)

Please submit your letter of interest and/or resume to [humanresources@safe-sound.org](mailto:humanresources@safe-sound.org)

## Safe + Sound Somerset

<b>Position Title:</b>	Advocate, Financial Empowerment and Housing Center
<b>Work Hours:</b>	Full Time 35 hours
<b>Exempt/Nonexempt:</b>	Exempt/Salaried
<b>Immediate Supervisor:</b>	Coordinator, Financial Empowerment Center
<b>Job Summary:</b>	This position is responsible for providing trauma informed case management, education, advocacy, and implementation of financial and housing services to support survivors of domestic and sexual violence in Somerset County.
<b>Remote Eligibility:</b>	Partial
<b>Title Band:</b>	Advocate
<b>SALARY:</b>	\$40,000 – \$55,000

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### **I. DUTIES AND RESPONSIBILITIES**

#### **A. Client Navigation and Advocacy**

1. Execute intakes, assessments, and financial empowerment plans for survivors.
2. Empower and supports survivors (through a trauma informed approach) in establishing safe and stable housing.
3. Provide advocacy, financial empowerment education, and case management/coaching to survivors.
4. Co-facilitate workshops, boot camps and programs of the Financial Empowerment Center.
5. Establish and maintain internal and external relationships to facilitate and enhance access to resources for clients and their children.
6. Participates in community initiatives, conducts external presentations, and disseminates FEC information to build knowledge and capacity of program for clients and in the community.

#### **B. Reporting**

1. Maintain daily documentation of client records and files according to organizational policies and procedures.
2. Monthly management of data collection and reporting, as directed.

#### **C. Organizational**

1. Supports established relationships with community partners to facilitate and enhance access to resources for clients.
2. Participates in organizational, department, and team meetings/committees and trainings, as directed.
3. Provides on-call night & weekend emergency back up to hotline staff on a rotating basis (bilingual (Spanish) staff provide rotating bilingual back-up).
4. Participates in organizational outreach and fundraising events as directed.

## Safe + Sound Somerset

5. Serves as night/weekend back-up emergency back-up as needed. (Bi-lingual staff provides rotating bilingual back-up)

### **II. SUPERVISORY**

1. Volunteers and interns, as directed.

### **III. QUALIFICATIONS**

1. Minimum of 3 years' experience in case management, crisis intervention or advocacy required.
2. Experience in domestic violence, sexual assault, or crisis intervention preferred; DV/SV 60 hr. training certificate a plus.
3. Bilingual Spanish (preferred)
4. Proficiency in Microsoft Office 365 Suite, database navigation, remote communication, and virtual work technology.
5. Ability to work remotely both, independently and in team collaboration.

### **IV. Requirements of Employment**

1. Background Check: Satisfactory result required upon hiring and every 3 years to maintain employment.
2. Completion of Mandatory 60-hour training in Domestic Violence/Sexual Assault within the first 90 days of employment.
3. Completion of Trauma 101 Training within first 6 months of employment.
4. Must be able to remain in a stationary position at least 50% of the time;
5. Required to occasionally move about inside the office to access file cabinets, office machinery, and move boxes and materials, up to 20 lbs.
6. Staff may be required to work outside of normally designated work hours to provide shelter coverage including evenings, weekends and holidays. Additional shift differential paid for overnight coverage (11pm – 7am).
7. Any other duties as assigned and deemed necessary for the continuation and improvement of the program and/or organization.

Safe+Sound Somerset provides equal employment opportunities to all employees, applicants, and job seekers and is committed to making decisions using reasonable standards based on the individual's qualifications as they relate to a particular employment action including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. No person shall be discriminated against in employment or harassed because of race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, military status, marital status, parental status, ancestry, genetics, or any other characteristics protected by federal, state, or local laws.

Safe+Sound Somerset complies with all federal and state laws concerning the employment of persons with disabilities and acts in accordance with such regulations and guidance including the Americans with Disabilities Act (ADA).

## Safe + Sound Somerset

**Commitment to Equity in Hiring:** Safe + Sound Somerset strongly values diversity for the benefit of our team, our work and our collective movement to end violence. Safe + Sound Somerset is proud to be an Equal Opportunity Employer and strongly encourages applicants from racially or ethnically diverse communities, LGBTQ+ communities, individuals with disabilities, and survivors to apply.