



Empowering individuals, families and our communities to take action against violence and abuse.

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## **Job Opening: ON-CALL ADVOCATE**

### **DESCRIPTION:**

The On-call Advocate is primarily responsible for providing services to survivors of sexual assault and domestic violence. The On-Call Advocate may work in a variety of agency programs and is supervised by the Program Manager. The position may provide coverage on the crisis line, at the emergency shelter facility, prepare restraining orders, provide peer counseling, perform outreach activities, and/or assist with other related duties, as needed by the program. The position requires fluency in English and Spanish with both oral and written communications. This is not a regular position and the hours and location of this position will vary.

### **DUTIES AND RESPONSIBILITIES**

- Provide services to survivors of sexual assault and domestic violence including crisis intervention, assessment, peer counseling, advocacy, emergency transportation, information and referrals as needed.
- Participate in maintaining 24-hour coverage on the agency's crisis line.
- Provide advocacy at local hospitals as part of the county-wide Sexual Assault Response Team (SART).
- Participate in the implementation of all shelter program procedures and protocol, including enforcement of house rules and security systems.
- Assist with shelter operations, maintenance, repairs, cleanliness, and purchase of food and supplies, if working under the Shelter Program.
- Participate in resource fairs, tabling events, community events, awareness and or fundraising activities and events.
- Assist with restraining orders, court accompaniments, support groups, and counseling.
- Maintain clear and concise client files and records, and assist in gathering statistical information in compliance with funding requirements.
- Complete a State-Certified Domestic Violence/Sexual Assault Peer Counselor Training.
- Maintain Peer Counselor certification by completing continuing education requirements.
- Attend staff meetings, training sessions, supervision and other agency meetings as required.
- Maintain effective working relationships with other agency staff, volunteers, board of directors, clients, and with representatives of government, and other community organizations.
- Other duties related to the specific classification as assigned.

### **MINIMUM QUALIFICATIONS**

- Oral and written fluency in English and Spanish preferred.
- One year of relevant college coursework or experience providing client services.
- Knowledge of intimate partner violence, sexual assault, and community resources.
- Availability to work flexible hours, including some weekend and evening hours.
- Ability to work with people of diverse ethnic, cultural, religious, socio-economic, and political and sexual orientation.

- Possession of valid California driver's license and use of an insured vehicle in compliance with current safety standards.
- Working knowledge of personal computer, experience with MS Office software.

**PHYSICAL JOB REQUIREMENTS:**

During working hours, employee must have the ability to:

- Sit for long periods of their working hours.
- Lift objects to 25 pounds from floor to waist level and carry for brief periods.
- Bend and stoop while filing.
- Twist and reach while at a desk or computer terminal.
- Maintain physical and mental composure while dealing with emergencies or difficult situations.
- Legally and physically drive personal or agency vehicle during regular work hours.

**Classification:** Non-exempt, variable hours.

**Salary:** \$18.75 per hour. (Includes Bilingual differential pay)

**How to apply:**

**Submit your resume and cover letter  
via e-mail (MS Word or PDF formats only) to [leeannl@monarchscs.org](mailto:leeannl@monarchscs.org)**

NON-EXEMPT EMPLOYEES OF MONARCH SERVICES ARE REPRESENTED BY  
SERVICE EMPLOYEES INTERNATIONAL UNION.

*Imagine yourself working for a social justice organization that helps change the lives of women, men, and children....*

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WE VALUE AND WELCOME DIVERSITY OF ETHNIC, CULTURAL, RELIGIOUS, SOCIO-ECONOMIC,  
POLITICAL BACKGROUNDS, SEXUAL ORIENTATION/IDENTIFICATION AND ABILITIES.

We take pride in being a family friendly workplace.

Monarch Services is a green-certified business

