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## ***On- Call Advocate***

### **Non-Exempt, Hours Vary**

**\$29.26 per hour (plus an additional \$1.50 bilingual differential)**

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### **WHY JOIN US**

We are activists, advocates, feminists, leaders, empower-ers striving to create a world free from violence and abuse.

We are committed to serving as leaders for social change for the benefit of the community through advocacy, shaping policy and collaborating with community partners.

Our workplace is dynamic, filled with daily adventures as we continually self-exam our work, and who we are from a programmatic, gender, and equity lens.

Now, imagine yourself working for a social justice organization that helps transform lives and communities...

### **THE OPPORTUNITY**

Under the program manager's direct supervision, the On-call Advocate is primarily responsible for providing services to survivors of sexual assault, domestic violence, and human trafficking. The On-Call Advocate may work in a variety of agency programs that may provide coverage on the crisis line, 24-hour response, 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.

### **WHO YOU ARE**

- You have education or experience equivalent to one year of relevant college coursework or experience in a related field.
- You have Knowledge of and experience working in the Latinx community and other unserved and underserved communities.
- You can work flexible hours, including evenings and weekends, as needed, to be responsive to community requests.
- You have completed a State-Certified Domestic Violence/Sexual Assault Peer Counselor Training and an agency Advocate Training.
- You have a valid California driver's license and use of an insured vehicle.
- You have Knowledge of intimate partner violence, sexual assault, and community resources.

## SKILLS

- Fluency in English and Spanish is required
- Excellent communication skills, mainly listening, mediation, and writing skills.
- Ability to work with diverse ethnic, cultural, religious, socio-economic, sexual, and political orientations.
- Working knowledge of personal computer, experience with MS Office software including Word and Outlook.

## WHAT YOU'LL DO

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

## BENEFITS & PERKS

### How we collaborate

We cultivate comradery between all Monarch staff and programs supported by a range of fun activities that bring us together.

- Agency Engagement Committee
- Diversity Equity Inclusion Committee

## THE FINE PRINT

While performing the duties of this job, the employee is regularly required to walk; sit; drive; use hands to finger, handle, or feel; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.

### **How to apply:**

**Submit your resume and cover letter packet  
clearly outlining your related experience to this position  
via e-mail (MS Word or PDF formats only) to [careers@monarchscs.org](mailto:careers@monarchscs.org)**

**The position will remain open until filled.**

**NON-EXEMPT EMPLOYEES OF MONARCH SERVICES ARE REPRESENTED BY**

**SERVICE EMPLOYEES INTERNATIONAL UNION**

**MONARCH SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.**

**WE VALUE AND WELCOME DIVERSITY OF ETHNIC, CULTURAL, RELIGIOUS, SOCIO-ECONOMIC, POLITICAL  
BACKGROUNDS,**

**SEXUAL ORIENTATION/IDENTIFICATION AND ABILITIES.**