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## **Monarch Services is seeking a On Call Advocate**

*This is not a regular position and the hours and location of this position will vary*

*Non-exempt*

*\$19.25 per hour. (Includes Bilingual differential pay)*

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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.

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

### **THE OPPORTUNITY**

Under the supervision of the Shelter Manager the On-Call Advocate responsible for providing services to survivors of sexual assault and domestic violence.

The On-Call Advocate may work in a variety of agency programs. 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.

### **WHO YOU ARE**

- You have some education or experience equivalent to one years of relevant college coursework or experience in a related field.
- You have knowledge of intimate partner violence, sexual assault, and community resources.
- You have the availability to work flexible hours, including some weekend and evening hours.
- You have the ability to work with people of diverse ethnic, cultural, religious, socio-economic, and political and sexual orientation.
- You have good oral and written fluency in English and Spanish preferred.
- You have computer proficiency with MS Office including Word, PowerPoint, Publisher, 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, 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 the implementation of all shelter program procedures and protocol, including enforcement of house rules and security systems.
- You will assist with shelter operations, maintenance, repairs, cleanliness, and purchase of food and supplies, if working under the Shelter Program.
- You will participate in resource fairs, tabling events, community events, awareness and or 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, and with representatives of government, and other community organizations.
- Other duties related to the specific classification as assigned.

### **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 [brianal@monarchsc.org](mailto:brianal@monarchsc.org)**

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

**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.**

**We take pride in being a family friendly workplace.**