



Victim Advocate

POSITION SUMMARY

Victim Advocates work to reduce the severity of trauma and victimization for survivors and their families in the aftermath of sexual assault. This position provides crucial support and advocate services to survivors of sexual assault, empowering them to navigate the legal, medical and emotional challenges they may face. This position works with children and their families that come in to the Child Advocacy Center (CAC).

GENERAL RESPONSIBILITIES

- Respond promptly to crisis situations, offering immediate support and empathetic listening to survivors of sexual assault.
- Provide 24/7 on-call support as part of a rotating schedule to ensure that victims of any crime have the assistance when needed.
- Provide crisis intervention, information, and support to primary and secondary victims of sexual assault, including clients of the CAC.
- Accompany clients to medical examinations, police interviews, court proceedings, and other appointments, offering emotional support and information as allowed by grant requirements.
- Assist clients in understanding their rights and available resources.
- Maintain accurate and confidential case records, documenting interactions and services provided to clients.
- Provide crisis intervention, information and referrals to crisis line clients and walk-ins.
- Participate in community services that respond to sexual assault.
- Assist in sexual assault support groups as requested.
- Collaborate with other agencies and organizations to coordinate comprehensive services for clients.
- Conduct community outreach and educational programs to raise awareness about sexual assault, prevention strategies and available resources.
- Complete all reports as required by grant contract and by supervisor, including data and statistics.
- Maintain quality assurance standards set by MDHHS, and assist with preparations for quality assurance audits.
- Participate on violence prevention coalitions.
- Assist in the coordination of all Copper Shores events, activities, volunteer coordination and other special events as identified/defined.

- Attend trainings, meetings, and other related activities as they relate to the position or for professional growth and development.
- All other duties as assigned.

QUALIFICATIONS

- Bachelor' degree in a human services field.
- Experience in or knowledge of crisis intervention, training and program development recommended.
- Previous experience in victim advocacy, preferably with a focus on sexual assault.
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality and prioritize the safety and well-being of survivors.

TYPICAL WORK SCHEDULE

40 hour a week flexible work schedule with a rotating on-call schedule. This is a non-remote position located in our Houghton, MI office.

POSITION CLASSIFICATION, WAGE SCALE, AND OTHER BENEFITS

Full Time, non-Exempt hourly.

Copper Shores is committed to offering a competitive compensation and benefit package including health, dental, vision, and prescription coverage along with a supplemental life and disability coverage; 401k contribution, paid time off, and an hourly rate of \$17.00 per hour.

AT WILL DISCLAIMER

It is the policy of Copper Shores that all employees who do not have a written contract with Copper Shores for a specific term of employment are employed at the will of Copper Shores for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

APPLICATION PROCESS

Mail or e-mail cover letter and resume to:

Natasha Berg
Human Resource Director/Compliance
Copper Shores Community Health Foundation
400 Quincy Street
P.O. Box 299
Hancock, Mi 49930
nberg@coppershores.org

Application review will begin immediately and the position will remain posted until filled.

ORGANIZATION MISSION, VISION, AND GUIDING PRINCIPLES

MISSION

- To positively influence a healthful community through enhanced philanthropy and collaboration

VISION

- To influence a shared vision (of a healthful community)
- To foster collaborations and partnerships
- and to build community capacity to shape outcomes

OUR VALUES

- Integrity – We will be open, honest, and transparent in our administration and stewardship of the community assets entrusted to us.
- Commitment to the Community – We shall administer the Foundation in a way that is objective, responsible and focused on long-term sustainability and impact.
- Collaboration – We will work to bring perspective and experience together to fulfill our potential as we work as a broader group that represents the interests of the community we serve. This shall be done to ensure that we strive to identify, foster, and maintain partnership-relations as we work to improve the health of our community.
- Creative Solutions – We will work towards that which we aspire to be and will find creative, innovative, and sustainable solutions to the systemic challenges that face our community's overall condition of health.

SUCCESS FACTORS

- People – We will employ, engage, develop, and retain high-caliber employees and Board Directors.
- Processes – We will work to ensure our administrative processes provide effective administration of the Foundation.
- Financial Performance – We recognize that we must achieve financial goals and investment returns in order to effectively and perpetually reinvest in our community.
- Communication – We will be transparent and honest in our promotion of the Foundation and efforts to engage our donor community and cultivate overall public support.
- Community – We recognize and acknowledge the vitally important role our community partners, donors, and various stakeholders play in making this a more vibrant and healthful community and our success is found in their success and support.

EQUAL OPPORTUNITY EMPLOYER DISCLOSURE

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level or difficulty. The

position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status.