



rising for domestic peace

Job Announcement November 2017

Domestic Violence CSO Advocate

Job Title	CSO Advocate
Reports to	CAP Manager
Location	White Center, WA & Kent, WA
Salary Range	
Exempt or Non-Exempt	Non Exempt
Posting Date	11/13/2017
Closing Date	
Hours	40 hours per week during normal business hours, with possibility of one evening per week for support group.

DAWN is a comprehensive provider of domestic violence services, including Emergency Confidential Shelter, a 24-hour Crisis and Advocacy Line, and Community Advocacy including Legal and Immigrant Rights, Mental Health, Support Groups and one-on-one support. Dawn shelters and empowers survivors of domestic abuse. Dawn helps communities rise for peace by providing education to respond to and prevent violence. We envision a community that commits to the belief that violence is preventable and takes shared responsibility and united action to create a more peaceful place to live for all of us.

Overview of Position

This full time position provides domestic violence advocacy services for survivors of domestic violence within the public benefits system; time is divided between offices at the White Center and Renton Department of Social and Health Services (DSHS) Community Service Offices (CSOs) and the DAWN office in the Kent area. Community Advocacy Programs Advocate will support clients in navigating the civil and legal systems including assistance with legal filings such as protection orders and crime victims' compensation applications and court accompaniment.

Job Responsibilities

Description of major job responsibilities

- Provide advocacy-based counseling for clients receiving public benefits through DSHS, including safety planning, legal advocacy and resource referrals.
- Complete Family Violence Service Plans with survivors and navigate Ejas for tracking purposes.
- Link survivors of domestic violence to appropriate resources available in South King County and the larger community.
- Actively work to develop and maintain friendly and cooperative relationships with all Community Service Office staff and managers.
- Strong commitment to working as a team, supporting other team members, consulting and problem solving in a group setting.
- Ability to work in a confidential manner and in a confidential setting.

- Strong commitment to providing culturally appropriate services to those we work with.
- Strong commitment to economic justice for survivors of domestic abuse.
- Present the agency and programs in a positive light to clients, volunteers, funders and the community.
- Provide advocacy and support via the 24/7 emergency crisis line.
- Proficient with data collection and reporting, update and maintain information on Agency computer systems and in archives.
- Excellent written and verbal communication and listening skills.
- Strong time management, problem solving and organizational skills; ability to work well both independently and in a team environment.

Qualifications

Desired Qualifications:

- Bachelor's degree in social work or related field. Relevant work experience can be substituted.
- Multilingual skills a plus.
- One year of recent experience providing advocacy services in the violence against women arena, preferably with an emphasis in economic justice issues.
- A minimum of 20 hours of basic training covering theory and implementation of advocacy-based counseling and domestic violence issues.
- Own or have access to reliable transportation, including a valid Washington State driver's license and proof of auto insurance (if applicable).
- Ability to sit, walk, stand, bend, kneel, and twist on an intermittent basis including answering the front door.
- Ability to grasp, push, pull objects such as files and reach overhead.
- Ability to lift 30 lbs. (usually supplies, groceries, small boxes).
- Ability to properly operate all safety and security systems, which may include intrusion alarm, automated gates, door locks and key card systems.
- Ability to conduct visual inspections of the workplace on a continuous basis, through direct observation, walking inspections and the use of video monitors.

To Apply

This position is open until filled. To apply, please submit your resume and cover letter to info@dawnrising.org with the subject "(job title)" in the subject line. **Please note:** applications not accompanied by both a cover letter and resume will not be considered.

DAWN is an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, gender identity, sexual orientation, or any protected status.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.