

JOB DESCRIPTION

Job Title: Police Response Advocate

Based Out Of: Harvey County

Reports To: Program Coordinator

Directed by: Program Director

Purpose: To respond with police officers to domestic violence crime scenes and sexual assault reporting in the City of Newton and Harvey County offering safety planning, crisis support, and referral to victims of domestic violence and sexual assault.

RESPONSIBILITIES/ACTIVITIES:

1. Respond immediately to crime scenes when called.
2. Provide on-site crisis intervention and safety planning services to victims
3. Responsible to assist in creating a positive cultural environment of personal leadership, communications and teamwork within the PRA program and throughout the agency.
4. Responsible to maintain a working knowledge of resources and services available in the communities served to assist survivors.
5. Responsible for completing statistical and service information for reporting requirements as assigned.
6. Responsible to attend and participate in assigned agency meetings.
7. Responsible for other duties as designated by the Program Director.

QUALIFICATIONS, SKILLS and ABILITIES:

- Higher education preferred. High school degree or GED equivalent required.
- Experience in domestic violence or sexual assault field, volunteer experience, or related experience is suggested.
- Express commitment to the mission of Safehope.
- Clear understanding of confidentiality.
- Ability to work independently and as a team.
- Knowledge and understanding of domestic violence, sexual assault and child abuse issues and trends.
- Knowledge of service area resources preferred.
- Knowledge of computer/internet programs to include Word, Excel, Outlook and Google Apps.
- Experience working with diverse people and groups.
- Experience maintaining personal/professional boundaries and managing stress constructively.
- Demonstrate flexibility while keeping attention to detail.
- Excellent oral, written, and interpersonal communication skills.
- Strong organizational, analytical, and problem-solving skills; ability to handle multiple priorities.
- Demonstrate ability to manage and resolve conflict.
- Excellent initiative, integrity and strong sense of professionalism.

- Possess valid Kansas driver's license, clean driving record, access to reliable transportation, & proof of current liability insurance. Prefer home base in Harvey County to meet response time to the dispatched call.

PHYSICAL DEMANDS:

- Convey detailed and/or important instructions or ideas accurately, audibly, and quickly.
- Hear average or normal conversations and receive ordinary information.
- Manual dexterity and able to use wrists, hands and/or fingers in repetitive motion.
- Prepare and/or inspect documents and communications on computer or on paper.
- Sitting for extended periods of time.
- Bending, lifting, and carrying up to 40 pounds (donations/commodities).

WORK SCHEDULE

Shift work

MILEAGE AND EXPENSES:

Mileage and expenses shall be reimbursed as per Policy and Procedure manual.

BENEFITS

This position is not eligible for benefits other than those required by law.

This position is grant funded.