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## Stand Up Placer, Inc. – Job Description

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<b>Position:</b>	Prevention and Outreach Advocate
<b>Reports to:</b>	Prevention and Outreach Coordinator
<b>Location:</b>	Stand Up Placer Admin office, Placer County Community
<b>Job Status:</b>	Non-Exempt, Full Time- 40 hours/week, \$15/hr

### ABOUT STAND UP PLACER

Stand Up Placer provides comprehensive services to Placer County survivors of domestic violence, sexual assault, human trafficking and their families. Our mission is: Saving lives by empowering survivors and educating communities to stand up to domestic violence, sexual assault and human trafficking.

### POSITION SUMMARY

The Stand Up Placer's Prevention and Outreach Advocate provides community outreach, education, and training to staff, volunteers, community partners and the community at large, with an emphasis on prevention. The Prevention and Outreach Advocate will work to develop additional community outreach opportunities and will work in tandem with the Prevention and Outreach Coordinator and Manager to develop a comprehensive outreach team, including agency volunteers, community members and county partners to assist with community outreach efforts.

### ESSENTIAL RESPONSIBILITIES MAY INCLUDE THE FOLLOWING:

- Through research, training, and collaboration, become a subject expert on Domestic Violence, Sexual Assault and Human Trafficking
- Audit database and organize data of reported domestic violence, sexual assault and human trafficking to ensure accurate address information of survivors
- Collaborate with community partners in prevention mapping project
- Create and facilitate trainings with an emphasis on prevention
- Compile data, prepare reports, success stories, achievements and other relevant information
- Participate in internal and external trainings and meetings
- Develop strategies and create outreach tools for education and awareness in the community
- Recruit and supervise a team of volunteers to participate with outreach opportunities
- Provide back-up advocacy services during business hours
- Conduct community awareness activities
- Establish and maintain connections with other service providers
- Maintain confidentiality related to client information
- Conduct evening/weekend activities as appropriate

**QUALIFICATIONS**

- Associate’s degree in psychology, social science, or a related field and 1+ year of experience working with survivors of sexual exploitation **or** a combination of education and/**or** 2+ years of experience working with survivors of domestic violence, sexual assault or human trafficking.
- Ability to address crises and problem-solve effectively
- Ability to work under pressure, manage and meet deadlines; excellent organizational skills
- Knowledge of the legal rights of victims and the civil and criminal legal systems
- Ability to work sensitively with traumatized and diverse populations
- Experience conducting presentations and trainings to large groups of people
- Effective communication skills with clients, co-workers, and community partners
- Working knowledge of Microsoft Office Suite, PowerPoint or Prezi
- Reliable transportation, valid California Driver’s License and proof of insurance
- Fingerprint clearance required
- Completion of Stand Up Placer’s State Mandated Crisis Intervention Training (post-hiring requirement).
- Bilingual Preferred

**ESSENTIAL PHYSICAL REQUIRMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

**DISCLAIMER STATEMENT**

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

**COMPENSATION AND BENEFITS**

Compensation is commensurate with experience. Benefits include health insurance with Flexible Spending Account, paid vacation, holidays, 401k and 3% company match.

**TO APPLY**

Applications will be accepted until this position is filled. Qualified applicants should send resume, cover letter and professional references to Marianne Nodes, at [marianne@standupplacer.org](mailto:marianne@standupplacer.org) with Prevention and Outreach Advocate in the subject line. Please indicate how you heard about this position.

Stand Up Placer is an equal opportunity employer. For more information you can visit our website at [www.standupplacer.org](http://www.standupplacer.org)

**ACKNOWLEDGEMENT**

I have read the contents of this job description and understand this document is not a contract for employment. Further, I understand that if hired, my employment with STAND UP PLACER (Agency) is at-will, and that I or the agency may terminate my employment at any time with or without cause or notice.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_