

Job Title: W.O.M.E.N. To Work Advocate

Qualifications: BA/BS in human services or education and two years related experience.

Pay Rate: \$15.15

Requirements: Ability to communicate with a wide variety of people. Ability to maintain confidentiality and boundaries. Willingness to work flexible hours. Ability to remain objective and empathetic. Ability to maintain non-judgmental attitude. Excellent speaking and writing skills. Valid driver's license and own transportation.

Responsibilities:

1. Conduct training and educational programs for persons with substance abuse and domestic violence concerns.
2. Offer screenings/assessments to persons with possible domestic violence concerns, to persons with substance abuse issues. Who are TANF eligible, K-TAP, and have minor children or have a State Reunification plan.
3. Provide services to clients at SpringHaven, Communicare Substance Abuse and Mental Health Programs and Community Based Services.
4. Provide domestic violence advocacy, individual sessions and groups.
5. Compile and submit monthly, quarterly reports, statistics and calendars in a timely manner.
6. Act as a liaison with Communicare and Community Based Services.
7. Obtain Level 1 Certification within one year of employment and other required training.
8. Work in the Direct Service Office when needed and assist other staff members as needed.
9. Attend staff meetings and weekly advocate meetings.
10. Other duties as assigned.

This W.O.M.E.N. Project is funded by the TANF Grant

SpringHaven Inc. is an EOE

This job is a full-time position with benefits