



## Prevention Advocate Job Description

*WTLC is proud to be an Equal Opportunity Employer. We are committed to maximizing the diversity of our team and want to involve all those who can contribute to our inclusive culture. People of color, LGBTQ individuals, people with disabilities, and people with other marginalized identities are encouraged to apply.*

<b>Job Title</b>	Prevention Advocate
<b>Specialty</b>	<input type="checkbox"/> Shelter/Center <input type="checkbox"/> Housing <input checked="" type="checkbox"/> Community <input type="checkbox"/> Legal
<b>FLSA</b>	Full-Time; Non-Exempt, 22.44/hr.

WTLC believes all individuals have a right to a safer and healthier life and therefore, every day we work toward ending the cycle of violence. It's challenging, the results are not immediate, some days the issues seem insurmountable, but when you dig deeper you see the importance of your work, your role, and this serves as a catalyst to continue the journey. Sleeves rolled up, we are in this work until the end; and we are looking for others to join us in our mission.

### JOB PURPOSE

Under the direction of the Director of Advancement and Communication, the Prevention Advocate is responsible for the assessment, planning, facilitating, coordinating, and implementing WTLC's prevention program addressing toxic masculinity. This program will serve communities at or below the poverty line and provide programming based off of A Call to Men for coaches and Family Resource Centers, as well as bystander programming for youth.

### QUALIFICATIONS

- Bachelor's degree in Sociology, Human Services, Psychology, Education or related field
- Experience serving diverse communities
- Minimum of two (2) years of professional experience in the social services sector
- Experience in curriculum development, instruction/teaching experience, or training preferred
- Knowledge of adult and youth learning principles and concepts
- Ability to communicate effectively
- Bilingual in Spanish – the prevailing non-English language of participants
- 40-Hour Domestic Violence Training Certified
- Has not been a participant of WTLC services for at least three (3) years
- Possession of a current and valid California driver's license, a car, liability insurance which meets California State minimum requirements and an acceptable driving record
- Successful completion of a pre-employment background check

### GENERAL DUTIES AND RESPONSIBILITIES

- Develop and implement workplan that aligns with program's goals and objectives

- Recruit and provide oversight to partner agencies who will support implementation of programming
- Tailor curriculum content, training materials, instructional activities, and evaluations for adult and youth audiences in a variety of formats and media
- Market, coordinate, and facilitate workshops to coaches, Family Resource Centers, and youth; collect and evaluate data, report back regarding progress and barriers
- Utilize effective time management skills, problem solving, and collaboration to complete projects
- Provide advocacy services and support survivors of domestic violence and human trafficking
- Engage in mobile advocacy, by meeting participants where it is most safe and convenient for them
- Provide crisis intervention to participants by assessing the situation and addressing the crisis needs appropriately
- Refer participants to community resources and advocate directly with other agencies as needed to support participants with services
- Complete and maintain participant records that document services provided; input data entry into database (Apricot) in a timely manner
- Transport participants to various locations as needed
- Work with a diverse population and provide culturally sensitive advocacy
- Participant in staff meetings, conferences, and other meetings as needed
- Facilitate various workshops, support groups, and trainings to participants at the Center and other off-site locations
- Other duties may be assigned

## SPECIALIZED DUTIES AND RESPONSIBILITIES

*Please refer to the checked box*

<input type="checkbox"/> Shelter/Center	<input type="checkbox"/> Housing
<ul style="list-style-type: none"> <li>• Work with participants to develop and maintain relevant and meaningful case plans</li> <li>• Conduct shelter assessment and intakes; provide orientation to the Shelter program</li> <li>• Monitor shelter security and participant's safety</li> <li>• Oversee and engage in shelter and center environment and activities, facilitate problem-solving for participant conflicts, encourage and model appropriate interactions; mediate conversations that lead to conflict resolution</li> <li>• Supervise visits and safe exchanges of non-custodial parent with their children</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and support participant's progression through their housing search plan</li> <li>• Create and maintain lists of available housing options</li> <li>• Assist participants with housing applications, complete subsidized housing paperwork, and survey rental market for affordable housing</li> <li>• Act as a liaison between various housing authorities and landlords</li> <li>• Gain knowledge of the rules and regulations of various housing programs</li> <li>• Recruit and train potential landlords for shared-living tenancies</li> </ul>

**Community**

- Develop and facilitate community prevention education trainings and presentations
- Engage with people at resource fairs and community outreach events
- Connect community residents with WTLC's services
- Outreach to survivors through law enforcement advocacy calls
- Network with schools, businesses, faith-based communities, and services providers to provide trainings and presentations

**Legal**

- Provide information and education on restraining orders, family, civil, and criminal courts, immigration laws, and other legal procedures
- Support participants with all phases of restraining orders, including assessment, form preparation, filing assistance, hearing preparation, court accompaniment, and other activities
- Assist participants with U and T-Visa applications, VAWA self-petitions, Adjustment of Status, and other immigration matters

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Alternate work schedule (4/10) or regular (5/8) schedule, flexible to work evenings and weekends, as needed. Regularly required to sit and use hands and fingers; intact vision abilities required. Occasionally required to lift and/or move heavy objects.

I have received a copy of this job description and reviewed it with my supervisor:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO Initials