

## Employment Opportunity

<b>Position:</b>	Victim Advocate, 3 <sup>rd</sup> Shift
<b>FLSA Classification:</b>	Non-Exempt / Part-Time
<b>Location:</b>	Aurora, IL
<b>Application Deadline:</b>	Continuous until position is filled
<b>Program Description:</b>	Mutual Ground, Inc. (MGI) is one of the largest and oldest domestic and sexual violence agencies in Illinois. MGI provides trauma-informed, victim-centered services that focus on safety, healing and hope.

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### Job Summary

Provide crisis intervention and advocacy services to victims of domestic violence and sexual assault. Support the daily operations of Mutual Ground's 24-hour program through clerical and facility-related tasks. This is an awake-overnight, weekend position.

### Qualifications

- Dedication to helping victims
- Bilingual Spanish-speaking preferred
- 60 Hour Domestic Violence and Sexual Assault Training Certificate (may be obtained upon hire)
- DCFS training and mandated reporter certificate required
- Excellent organizational and interpersonal skills
- Ability to communicate effectively verbally and in writing
- Computer proficiency
- Acceptance and respect for diversity of culture, sexual orientation, ability, and religious belief

### Examples of Duties

- Provide crisis intervention to victims of domestic violence and sexual assault on the 24-hour hotline
- Provide support and resources to clients who are receiving services on-site
- Complete shelter intakes
- Provide advocacy to victims of domestic violence and sexual assault at local emergency rooms
- Greet and direct clients, volunteers and donors
- Receive donations and ensure a positive donor experience
- Data entry and file management
- Carry out routine tasks such as vacuuming and cleaning to support operation of 24-hour facility
- Office duties such as copying, faxing, filing, and collating
- Operate multi-line phone system, transfer calls and relay messages
- Participate in professional training and development and attend required meetings

### How to Apply

Submit a cover letter and resume to Rebecca Laudati, Domestic Violence Program Coordinator, at [rlaudati@mutualground.org](mailto:rlaudati@mutualground.org). MGI is an Equal Opportunity Employer. Selection will be based solely on merit and will be without discrimination because of age, race, sex, religion, national origin, marital status, sexual orientation, gender identity or expression, or mental or physical disability.