



Job title	Community Engagement Advocate
Reports to	Legal & Medical Advocacy Manager
FLSA Classification	Exempt / Full-time

Job Summary

The Community Engagement Advocate is responsible for building relationships with law enforcement and the community through education and outreach about domestic and sexual violence in southern Kane and all of Kendall counties. The Community Engagement Advocate is responsible for promoting MGI services throughout the area and maintaining strategic partnerships with community stakeholders that promote safety and access to justice for survivors of domestic and sexual violence. Additionally, this position will provide administrative and organizational support in a wide range of tasks necessary to train and maintain a robust volunteer advocacy team.

Duties and Responsibilities

- Provide community engagement and outreach to law enforcement and the community related to domestic and sexual violence.
- Build collaborative relationships with local law enforcement, medical personnel and the community.
- Provide domestic and sexual violence education to volunteers/new-hires and the larger community as needed, including police departments, attorneys, and court personnel.
- Provide advocacy to victims of domestic and sexual violence at local emergency departments and law enforcement departments; advocate for needs of victims of domestic and sexual violence.
- In collaboration with program managers and directors, participate in agency-wide program development and evaluation to ensure that Mutual Ground programs are effective, efficient, and consistent with the organization’s mission and goals.
- Provide ongoing collaboration, support and guidance to a team of volunteer victim advocates.
- Update, organize, and maintain direct service volunteer files in accordance with ICADV and ICASA policies and procedures.
- Conduct recruitment activities to promote direct service volunteer opportunities.
- Assist in development and implementation of volunteer training programs.
- Maintain records in volunteer database and utilize program to ensure efficient and organized record keeping, calendaring, communication, and reporting.
- Provide on-call after-hours coverage for requests for advocacy at local emergency rooms and law enforcement centers.
- Assist victims in obtaining civil no contact orders and orders of protections.
- Submit all required documentation in a timely manner.
- Contribute to the development of positive team relations within the department and across MGI.
- Participate in regular staff meetings, staff training programs and supervisory sessions.
- Act in accordance with MGI, ICADV and ICASA policies and procedures.
- Provide weekday and weekend coverage for staffing presentations and information and referral events.
- Transport clients to goal-related appointments and activities.
- Demonstrate integrity and professionalism in interactions with clients, staff, volunteers and donors.
- Ensure client confidentiality at all times.
- Strong interpersonal skills and ability to maintain professional boundaries
- Other Duties as assigned

Qualifications

- Bachelor's degree;
- Bilingual, Spanish-speaking preferred but not required;
- 60-Hour Domestic and Sexual Violence Training Certification;
- DCFS training and mandated reporter certification;
- Illinois Certified Domestic Violence Professional Certification;
- Strong leadership skills;
- Proven ability to work with a variety of people (including groups);
- Excellent crisis intervention and problem solving skills;
- Excellent planning and organizational skills;
- Ability to communicate effectively verbally and in writing;
- Be self-directed and able to manage overall goals while accomplishing multiple tasks;
- Demonstrate personal integrity and a professional image in all interactions with volunteers, clients and staff;
- Computer and general technology/software proficiency;
- Acceptance and respect for diversity of culture, sexual orientation, gender identity or expression, ability, and religious belief.
- Reliable transportation

Working Conditions

Standard office environment. Will be required to travel to local hospital emergency departments, police departments, schools, courthouses, satellite offices and other locations for purposes of training, advocacy, counseling and to otherwise represent Mutual Ground. Some evening hours are required.

Must be available to respond within one-hour when responsible for on-call coverage outside of regular work hours.

- ❖ Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.