

## CITIZENS AGAINST DOMESTIC AND SEXUAL ABUSE (CADA)

**POSITION:** (On site) Advocate - Youth and Adult  
**SUPERVISOR:** Executive Director  
**EXEMPT:** No  
**FTE:** 1.0 (35 hours)

### JOB DESCRIPTION:

CADA is a non-profit agency that has served Island County for over 40 years. The successful candidate for this position provides direct advocacy services to all individuals and families who are victims of domestic violence and sexual assault. (Approximately Case load: 15 hours youth clients and 20 hours adult clients)

Your ability to walk alongside a survivor to determine their needs and identify necessary resources is crucial. You will act as one of CADA's rotating contacts for emergency sexual assault crises and as part of the crisis hotline team. Hours: 35 hours per week plus periodic crisis line duty and hospital response. CADA's office is located in Oak Harbor, WA

### SPECIFIC DUTIES:

#### Advocacy

- Provide direct services to adult and youth victims of domestic violence and sexual assault who seek services at the CADA main office, including legal/medical advocacy, information and referral, crisis intervention and safety planning, personal advocacy, and case management for individuals and families.
- Assist in procuring protection/no contact/restraining/anti-harassment orders, procuring up-to-date legal documents, working collaboratively with criminal justice agencies and related service providers.
- Carry crisis line phone as assigned and respond to calls within required time frame. (Includes evening and weekend duty on a rotating basis).
- Maintain up-to-date, factual, and complete client files and enter this data into online database system with accuracy.
- Adhere to all standards and "scope of work" requirements contained in current and future agency contracts, as they apply to the advocacy position.
- Act as one of CADA's rotating contacts for emergency sexual assault, including going to local hospitals after the normal workday and/or weekends.

#### Outreach

- Seek and build professional relationships within the community for the purpose of outreach to victims of sexual assault and domestic violence.
- Facilitate community outreach events as necessary.
- Work with other staff to solicit and respond to community feedback about CADA crisis intervention services.

#### General

- Maintain client confidentiality at all times, except when compelled to share information by law or when the client has signed a release of information.
- Adhere to current and future standards and "statement of work" pertaining to this position as required by current and future contracts.
- This position has "mandatory reporter" status under state law.
- This employee may work in various locations in Island County.

#### Other

- Maintain and communicate expertise on sexual assault and domestic violence and related crimes within the community.
- Completion of all core services training and maintain continuing education requirements.
- Ability and willingness to work with computers and working remotely.
- Other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's Degree and two years related experience or five years related experience preferred.
- Experience in the provision of domestic violence/sexual assault advocacy preferred.
- 2 years' Experience working with children and teens.
- Excellent oral, written communication and interpersonal skills.
- Demonstrated organizational and computer skills.
- Successful completion of a criminal background investigation.
- A valid driver's license, adequate auto insurance and a reliable vehicle preferred.
- Successful completion of 20 hours of initial domestic violence and 30 hours of sexual assault accredited "Core Services" training required.
- Annual completion of continuing education credits as approved by supervisor.
- Flexibility, team collaboration, curiosity and a big dose of humility.
- BIPOC, LGBTQ+ and those living with disabilities are encouraged to apply.
- Proof of COVID-19 Vaccination.

I have read, understand and will comply with these duties:

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Employee

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Date