

## **CITIZENS AGAINST DOMESTIC AND SEXUAL ABUSE (CADA)**

**POSITION:** Domestic Violence and Sexual Assault Advocate/Prevention  
**SALARY:** \$24.00-\$27.78 per hour  
**FTE:** 1.0 FTE (35 hrs. /wk.)

### **Job Description:**

CADA is a non-profit agency that has served Island County for over 40 years. The successful candidate for this position will provide direct advocacy services to individuals and families affected by domestic violence and sexual assault. The Advocate will play a critical role in supporting survivors, helping them navigate resources, and providing crisis intervention. Additionally, the Advocate will engage in outreach activities to strengthen community relationships and raise awareness about CADA's services. 35 hours per week plus periodic crisis line duty and remote hospital response as needed.

### **Specific Duties:**

#### **Advocacy (50% of Time):**

- Provide direct services to victims of domestic violence and sexual assault who seek assistance at the CADA main office, including legal/medical advocacy, information and referral, crisis intervention, safety planning, personal advocacy, and case management.
- Assist clients in obtaining protection orders and legal documentation, and work collaboratively with criminal justice agencies and related service providers.
- Carry the crisis line phone as assigned, responding to calls promptly, including evening and weekend duty on a rotating basis.
- Maintain up-to-date, accurate client files, and enter client information into online database systems.
- Act as one of CADA's rotating contacts for emergency sexual assault support, providing remote assistance as needed after normal work hours and on weekends.
- Collaborate with therapists to refer and discuss care for clients, ensuring ongoing support.
- Adhere to all standards and "scope of work" requirements contained in current and future agency contracts related to the advocacy position.
- Perform other advocacy-related duties as assigned.

#### **Prevention (50% of Time):**

- Create and implement strategies to achieve a youth education plan and curriculum in Island County communities serving grades K-12
- Present relevant CADA youth program curriculum to Island County school districts and relevant community organizations.
- Identify and build positive relationships with leaders, stakeholders and other members of the school districts and learning communities in Island County.
- Coordinate and present CADA parenting classes at regular intervals throughout the year
- Maintain and communicate expertise on sexual assault and domestic violence as these issues relate to children to CADA staff and the Island County
- Institute the pertinent aspects of the CADA Board of Directors annual strategic plan.
- Maintain accurate and up-to-date service reports and records as required.
- Assist with general community education and prevention events, as needed.
- Represent CADA at community and internal meetings as determined by the Community Education/Prevention Manager.

**General Responsibilities:**

- Maintain client confidentiality at all times, except when required by law or when a client has signed a release of information.
- Adhere to current and future standards and “statement of work” requirements as dictated by agency contracts.
- This position holds “mandatory reporter” status under state law.
- Be willing and able to work in various locations across Island County.

**Other Duties:**

- Stay informed on issues related to sexual assault, domestic violence, and related crimes, and communicate this expertise within the community.
- Complete all required core services training and maintain ongoing continuing education.
- Utilize computers and remote work tools effectively.
- Perform other duties as assigned.

**Qualifications:**

- High School Diploma or GED and two years of related experience; a higher education degree and/or five years of related experience preferred.
- Experience in domestic violence and sexual assault advocacy is preferred.
- Excellent oral, written communication, and interpersonal skills.
- Demonstrated organizational and computer skills.
- Successful completion of a criminal background check.
- A valid driver’s license, reliable transportation, and adequate auto insurance are preferred.
- Completion of 20 hours of initial domestic violence and 30 hours of sexual assault accredited “Core Services” training is required (can be completed upon hire).
- Annual completion of continuing education credits as approved by the supervisor.
- Flexibility, teamwork, curiosity, and humility.
- Strong allyship for BIPOC, LGBTQ+, and those living with disabilities is essential to this role.

**Compensation and Benefits:**

- Starting range: \$24.00-\$27.78 per annum, commensurate with experience. The full range based on the collective bargaining agreement is \$24.00-\$27.78.
- Comprehensive benefits package, including medical coverage.
- Paid sick leave, mental health leave, and vacation benefits.
- 401K employer match
- Union-represented position.

**Diversity Encouraged:**

We believe that diversity strengthens our organization and enriches our collective impact. We actively encourage women and individuals from diverse backgrounds to apply for the Office Manager position, even if you don't meet every requirement listed. Your unique experiences, perspectives, and skills are invaluable to us. We recognize that traditional qualifications may not always capture the wealth of talents individuals bring to the table. If you are passionate about our mission, possess a strong work ethic, and have a willingness to learn, we want to hear from you. At CADA, we are committed to fostering an inclusive environment that celebrates differences and embraces the strength that diversity brings to our team.

Join us in our mission to make a meaningful difference in the lives of those affected by domestic and sexual abuse. Your contribution matters, and we welcome the opportunity to consider the diverse talents and perspectives that you could bring to our team.

Apply today and be a part of a community dedicated to creating positive change!

**How to Apply:**

Send your cover letter, resume, and contact information for three professional references to [director@CADAcanhelp.org](mailto:director@CADAcanhelp.org).