



Domestic and Sexual Violence Services

PO Box 314 ~ 1119 S. Broadway ~ Red Lodge, MT 59068
406-446-2296 (Phone) ~ 406-446-1430 (Fax) ~ 406-425-2222 (24-hour Helpline)
info@dsvsmontana.org ~ www.dsvsmontana.org

JOB ANNOUNCEMENT

Title: Direct Services Advocate-Stillwater County
Hours / Salary: Part-Time, 30 hours per week / \$26,520 - \$29,640 annually + benefits (see below)
Supervisor: Direct Services Manager

Description: Our Stillwater Advocate is a pivotal contributor to our advocacy team, providing direct services and support to our clients while building DSVS presence and relationships within Stillwater County. The Stillwater Advocate works primarily from our office in Columbus, Montana, with regular trips and virtual meetings to stay connected to staff and supervisors in our Red Lodge office. As a DSVS advocate, your daily work will directly serve to empower those in our community impacted by violence.

Duties:

- Provide emergency shelter, transportation, food and clothing needs for clients
- Provide all other services for clients, including safety planning, crisis counseling and advocacy, support and advocacy for Orders of Protection applications, other forms of legal advocacy, child care, etc.
- Maintain intake records and client files
- Enter client data in a timely manner into internal tracking database
- Serve as Helpline back-up
- Coordinate with criminal justice partners, systems-based advocates, local agencies, and government programs to provide comprehensive, high quality services
- Train volunteer advocates on direct service provision as needed
- Work with supervisor on the maintenance of safety, confidentiality and other direct service policies; assist in training on policies as needed
- Facilitate domestic violence support groups as needed
- Work with supervisor to expand direct services
- Write reports as required
- Assist in general office duties (filing, mailings, correspondence, cleaning, etc.)
- Other duties as assigned

Qualifications to Apply:

- Graduate of an accredited college or university with a Bachelor's degree in Human Services, Psychology, Sociology, Social Work, Women's Studies, or other related field preferred
- Two or more years of experience working with survivors of domestic, sexual and teen dating violence
- Knowledge of the social, legal, health and psychological issues of domestic, sexual and teen dating violence
- Ability to work with a wide variety of ethnic, racial, socioeconomic and religious individuals and groups
- Ability to work cooperatively and effectively with other community-based services and system professionals to help program participants reach their goals
- Ability to work independently as a self-starter, set goals, meet deadlines, and follow through with tasks

- Comfortable with role as a team member in an organization with two offices; ability to perform well with remote supervision
- Ability to work cooperatively and effectively with other community-based services and system professionals
- Possess excellent oral, written, and computer skills
- Demonstrate a willingness to improve professional skills through training
- Ability to completely understand and maintain strict adherence to confidentiality, safety procedures, and the mission of DSVS
- Must have own reliable transportation, valid driver's license, and insurance
- Submit to and pass a pre-employment criminal records background check

Special Considerations: Knowledge of the court system not required but an asset for this position; Knowledge of Stillwater County or experience working with rural communities is also an asset; Housing: The housing crisis has affected our service area, as in many other areas of the country. **If selected, we want to be certain you will have stable housing in our region. Please provide a brief explanation of your housing situation in your cover letter.**

Benefits Package:

- 1) 100% employer-sponsored health coverage at the Gold level for 2021. Level of coverage for subsequent years will be determined by the board on an annual basis. (this will start the 1st of the month following 60 days of employment);
- 2) A matching contribution of up to 3% of base salary to an Individual Retirement Account (this will start after 60 days of employment);
- 3) Paid leave of 17.25 days/year for vacation, illness, or personal business;
- 4) Paid holiday leave of 13 days/year;
- 5) Other benefits (parental leave, infant-at-work program, medical leave, donated leave) as outlined in the personnel policy manual;
- 6) Personal auto mileage reimbursement at the current federal government reimbursement rate;
- 7) All benefits mandated by law (FICA, unemployment insurance, workers' compensation).

To apply please send your resume, cover letter and contact information for three professional references to Amanda LaPlante, Finance and HR Director, at alaplante@dsvsmontana.org and Jenn Battles, Director of Operations, at jbattles@dsvsmontana.org. Interviews for qualified candidates will be scheduled as applications are received. Applications will be accepted until the position is filled.