

## CITIZENS AGAINST DOMESTIC AND SEXUAL ABUSE (CADA)

**POSITION:** Domestic Violence and Sexual Assault Advocate  
**SUPERVISOR:** Executive Director  
**EXEMPT:** No  
**FTE:** 0.5 FTE (12-16 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 provides direct advocacy services to all individuals and families who are victims of domestic violence and sexual assault. 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: 12-16 hours per week plus periodic crisis line duty and remote hospital response as needed.

### **SPECIFIC DUTIES:**

#### Advocacy

- Provide direct services to 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 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.
- Case management and data entry of client information into online database systems
- 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 by providing remote support as needed after the normal workday and/or weekends.
- Meet with Therapists to refer and discuss care of clients new or ongoing services.
- Other duties as assigned.

#### 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 remotely.
- Other duties as assigned.

### **QUALIFICATIONS:**

- High School Diploma or GED and two years related experience. Higher Education degree and/or five years related experience preferred.
- Experience in the provision of domestic violence/sexual assault advocacy preferred.
- 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 (can be completed upon hire).
- Annual completion of continuing education credits as approved by supervisor.
- Flexibility, team collaboration, curiosity and a big dose of humility.
- Strong allyship for BIPOC, LGBTQ+ and those living with disabilities is a central part 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@CADAcanhhelp.org](mailto:director@CADAcanhhelp.org).