

NORTH COUNTY RAPE CRISIS & CHILD PROTECTION CENTER

LOMPOC
P.O. Box 148, Lompoc, CA 93438
93456
OFFICE: 736-8535 • HOTLINE: 736-7273
928-3554
lompocrc@verizon.net



SANTA MARIA
P.O. Box 6202, Santa Maria, CA
OFFICE: 922-2994 • HOTLINE:
smrcc@verizon.net

JOB ANNOUNCEMENT

POSITION: Client Advocate
SALARY: \$15.00 to \$16.00 per hour range
Benefits
HOURS: 40 hours per week
APPLICATION DUE: 4:00 p.m. on 1/27/12

JOB DUTIES:

1. Work in the Lompoc Police Department facility as a member of the Domestic Violence Specialized Unit within the Investigations section.
2. Receive and review crimes against women police reports; provide advocacy services to victims.
3. Accompany the domestic violence investigators to assist victims of domestic violence whether at the crime scene or in subsequent interviews.
4. Develop and conduct professional trainings and community programs designed to inform, prevent and/or deter incidents of domestic violence.
5. Compile, maintain, and track client records, services, and documentation.
6. Assist with training of new volunteers.
7. Assist with 24-hour Hotline coverage.

QUALIFICATIONS:

1. Minimum of two years related training, education, and/or experience involving the provision of victim services.
2. Completion of volunteer/advocate training upon hire.
3. Demonstrated skills in oral and written communication.
4. Knowledge of community resources; experience in working with agencies and professionals.
5. Demonstrated ability and sensitivity to diversity issues involved in working in a multicultural community.
6. Computer capability in Microsoft office programs.
7. Ability to work effectively under conditions of limited supervision, high stress, and rapidly changing situations and circumstances.
8. Ability to pass a background investigation.
9. Flexibility regarding work hours; availability to assist with 24-hour hotline coverage.
10. Valid driver's license, insurance, reliable transportation and telephone required.
11. Bilingual Spanish/English preferred.

(The above is a brief outline of job duties and qualifications, and is not the actual job description.)

CALL 736-8535 for application, or go to www.sbcountyrapecrisis.org