



Seekhaven

Position: Transition Specialist & Advocate

Status: Non-Exempt- Full Time/Year-Round

Supervisor: Communications and Compliance Officer

Job Description:

The Transition Specialist/Victim Advocate works to foster a safe, comfortable, and healing outreach based support system for survivors of domestic violence, sexual assault, stalking, etc. The Transition Specialist/Victim Advocate will focus predominantly on supporting clients in creating and maintaining long-term stability and security, beyond the immediate crisis. This position is a point person for both housing assistance and financial coaching. The Transition Specialist is a vital element in providing the high-quality wrap-around services Seekhaven is known for. Wrap around services will include mobile advocacy and community engagement. The Transition Specialist will abide by a strict code of conduct and maintain confidentiality at all times. This position will also develop and maintain community relationships by providing service-based educational presentations on a quarterly basis.

Expectations and Responsibilities

The Transition Specialist & Advocate will serve as the primary individual assisting clients with housing, long-term goals and financial literacy. Will work in tandem with the Moab Victim Advocates, the Shelter Advocate as well as the Mobile Advocates to meet client's needs in Grand and San Juan counties. Reports to the Communications & Compliance Officer. The Transition Specialist is responsible for the following functional areas and associated duties including but not limited to:

Advocacy

- Provide professional knowledge of evidenced-based concepts, principles, procedures and practices for survivors of domestic and sexual violence
- Complete outreach intakes and assist clients in creating individual safety plans, as needed
- Respond empathetically to survivors to reduce levels of trauma and provide support during crisis intervention
- Refer individuals to appropriate community resources for additional assistance and counseling
- Provide support and advocacy through the judicial and criminal justice processes, as needed
- Provide support and advocacy through medical processes and attend forensic exams and other medical processes, as needed

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- Follow state and federal laws on victim confidentiality
- Respond to crisis intervention and needs during shift hours
- Coordinate with other program components with case management of clients, and make appropriate out-of-agency referrals to assist clients in achieving their goals
- Provide client transportation, as needed
- Documentation of client interactions in Apricot database
- Complete required paperwork, including Seekhaven's client intake forms, confidentiality agreement, information sharing agreements and releases of information
- Be on call to respond to the hospital for crisis situations on a rotating basis with other advocates
- Have the ability to travel to San Juan County as needed

Required Skills and Background:

- Bachelor's degree in social sciences or 2 years relevant professional and/or life experience
- Strong computer skills in Excel, Word, Internet and G-Suite
- Ability to communicate effectively, provide conflict resolution, problem solve, and manage crisis.
- Experience working with highly vulnerable populations including but not limited to those with substance abuse issues, mental health concerns, and chronic illnesses.
- Excellent ability to assess and intervene with appropriate and effective intervention
- Support group and facilitation skills preferred; ability to communicate effectively, provide conflict resolution support, problem solve, and manage crisis. Excellent ability to assess and intervene with appropriate and effective intervention.
- Demonstrated history of maintaining strong professional boundaries, and an understanding of confidentiality.
- Must pass a background investigation check (BCI).
- Must have a valid driver's license
- Must be at least 21 years of age
- Demonstrate professionalism by balancing both the quantity and quality of work
- Consistently promote wellness and support to both clients and other staff members by demonstrating dependability, initiative, ethical judgment and collaboration

Training

- 40-hour Core Advocacy Training within one year of employment
- 40-hour Sexual Assault Counselor Training within one year of employment
- A minimum of 16 hours of domestic violence and Sexual Violence training annually for continued education.
- Acquire and maintain CPR, First Aid Certification
- Any additional training as required by Seekhaven

Physical Demands

- Must be able to lift up to 25 pounds
- Must be able to work in a high paced environment with many constant distractions, including a shared office space
- Must be able to drive a vehicle to provide mobile advocacy services.
- Must be able to move across Seekhaven's campus continuously as well as travel to off-site locations, when needed.

Emotional Demands:

- Must be able to professionally regulate oneself when listening to disclosures of physical and sexual violence, emotional and economic abuse, child abuse, drug use and suicidality; Must provide compassion, validation and support to clients in crisis.
- Must be able to set and maintain emotional boundaries with clients, avoiding attachments and ensuring that these relationships are professional, client-led, and consistent with agency standards.
- Must be able to practice self care and leverage supportive resources offered within the agency or elsewhere.
- Must be able to regulate oneself while both providing and receiving constructive criticism; must demonstrate adaptability to achieve Seekhaven's mission, promote a healthy work environment and support victims of abuse and violence.