



Position Description

Work Type: Support Staff

Pay Grade: 12

Classification Title: Advocacy Coordinator I

Working Title: Advocate

Major Administrative Unit/College: University Health and Wellbeing

Organizational Unit: 40001296Center for Survivors

Categories: Full Time (100%), APA Union

Position Summary:

The Center for Survivors is a Confidential Program at Michigan State University. The Michigan State University Center for Survivors Advocate will provide timely, non-judgmental, compassionate care to interpersonal violence survivors. The Advocate provides short-term crisis intervention and advocacy services to survivors of interpersonal violence; serves as a consultant to campus partners and community members working with interpersonal violence victims; provides direct service to clients by providing in-person and virtual crisis intervention, safety planning, referrals, advocacy services and follow-up contact. Provides Back up Coverage to the Survivor Advocacy Crisis Intervention (SACI) volunteers. The Advocate has ethical, professional, and legal responsibilities to maintain records regarding work with clients and to protect client confidentiality in accordance with guidelines set by VOCA/VAWA, MSU, the State of Michigan, and other professional associations.

Unit Specific Education/Experience/Skills

A Bachelor's degree and one to three years of related and progressively more responsible or expansive work experience providing advocacy and crisis intervention to survivors of interpersonal violence; or an equivalent combination of education and experience.

Job Responsibilities

- Provides court advocacy, law enforcement advocacy, institutional advocacy in compliance with Title IX, personal advocacy, and academic advocacy to survivors of interpersonal violence using empathy and empowerment.
- Provides support to volunteers signed up for Crisis Chat, Hotline shifts and medical advocacy.
- Assists in facilitating training for new Survivor Advocacy Crisis Intervention (SACI) volunteers and Volunteer Medical Advocates once per semester.
- Assists survivors with completing Michigan Crime Victims Compensation applications.
- Coordinates referrals to services in the community when necessary.
- Participates in a shared case management system that supports collaboration and consultation.
- Provides crisis intervention, resources, and referrals to walk-in clients during regular office hours.

- Completes other miscellaneous VOCA Grant, University, and program documentation as needed.
- Maintains collaborative relationships with campus and community partners.
- Completes other duties as specified and assigned.
- Follows up and tracks referrals to ensure quality of care according to the individual client's needs.
- Maintains client confidentiality.
- Maintains a database of referral resources and community services in surrounding communities.

Desired Qualifications:

- A. Master's Degree in Social Work preferred.
- B. Demonstrated competency and expertise in providing services and building relationships with diverse populations of clients.
- C. More than two years of experience providing crisis intervention, advocacy and/or counseling to survivors of interpersonal violence.
- D. Experience providing victim advocacy services in a campus setting.
- E. Experience with data collection and reporting.
- F. Understanding of interpersonal violence and natural responses to trauma.
- G. Experience with crisis intervention.
- H. Awareness and experience using an intersectional lens with a focus on multiculturalism, diversity, equity, and inclusion.
- I. Demonstrated empathy and supportive communication skills.
- J. Excellent written, verbal and presentation skills.
- K. Ability to plan, organize and prioritize work responsibilities.
- L. Ability to be honest and maintain professional boundaries.
- M. Ability to work collaboratively with other clinicians and victim service responders.
- N. English language proficiency; bilingual desired though not required.

Required Application Materials: Resume & Cover Letter

Special Instructions: Criminal Justice Advocacy requires some off-site duties at local courts and law enforcement offices. This position requires access to a reliable form of transportation and possession of a valid vehicle operator's license.

Employment: 100%.

Work Hours: Work hours are variable and require some nights and weekends.

Work Location: Safe Place Shelter.

Reporting: This position reports to the Advocacy Team Supervisor.

Funding: Position funded by Victim of Crime Act grant. Grant year runs Oct 1-Sept 30.

Remote Work Statement: Due to the nature of this work it has been designated on-site.

Employee Signature:

Date:

Supervisor Signature:

Date: