



## TURNING POINT JOB DESCRIPTION

**TITLE:** First Response Advocate with Human Trafficking support

**REPORTS TO:** Director of First Response Advocacy

**CLASSIFICATION:** Part-Time, Exempt

### **ORGANIZATION OVERVIEW:**

Turning Point, Inc in Mount Clemens, MI is a non-profit, 501(c)(3) Turning Point, Inc empowers domestic and sexual violence survivors through comprehensive services and resources while advocating for community action to end oppression and violence. We offer emergency shelter, housing, trauma advocacy services, forensic nurse examiner program & first response advocacy services, 24-hour hotline, personal protection order and legal advocacy services, and community outreach.

### **POSITION OVERVIEW:**

The First Response Advocate works with Forensic Nurse Examiners in the First Response Advocacy program as well as within the Human Trafficking Department. Our specially trained advocates meet the immediate emotional support as well as ongoing needs of survivors and loved ones. The advocate team provides 24/7 on-call coverage for both Macomb and St. Clair County at secure and confidential sites, area hospitals or facilities. Through strength-based, survivor-centered, and trauma-informed interventions the First Response Advocate provides support to adults and children that have experienced sexual assault, domestic violence, intimate partner strangulation, and human trafficking. The First Response Advocate will cross train with the Human Trafficking department to gain a deeper understanding of the nuances a Human Trafficking survivor needs through an empowerment and housing first model.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Implement agency and program mission, vision, and anti-oppression /empowerment philosophies.
- Administer and implement agency policies, procedures, and protocols.
- Maintain agency policy on confidentiality, accurate record keeping and professional ethics.
- Maintain relationships with colleagues that promote mutual respect, improvement of services, and problem solving.
- Provide 24/7 support for survivor's immediate needs; survivor rights, impacts of trauma, safety planning, reporting options, supportive resources, referrals, and all other personal survivor needs.
- Provide advocacy and support by phone when needed.
- Provide advocacy support for survivors with systems or agencies including but not limited to law enforcement, medical professionals, social services, and legal systems.
- Provide follow-up support for human trafficking survivors, loved ones or guardian's post exam.
- Fulfill the weekly 24-hour on-call shifts.
- Must be able to flex schedule as needed for the program requirements.
- Collaborate with internal and external human trafficking service providers to educate, develop, and enhance trauma informed services
- Rotate holiday coverage, up to eight (8) days administrative on call, which includes one (1) weekend administrative on-call.
- Participate in trauma-informed and survivor-centered trainings to become a strong Human Trafficking advocate and support for survivors in need.
- Provide follow-up support for survivors and secondary survivors by phone or in person
- Provide in person advocacy services with survivor relating to Law Enforcement, Court, CAC or medical.

***Turning Point, Inc. values diversity and is an equal opportunity employer.***

We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status.

- Administer Danger Assessments, assess lethality of suicidal clients and follow appropriate agency process.
- Provide information about the criminal court processes, evidence gathering, reporting, victim rights, and the Personal Protection Order (PPO) process to survivors.
- Document all advocacy and services provided using the agency's database and collect required data for monthly reports and program evaluations per grant requirements.
- Work in partnership with forensic nursing staff to ensure survivor-centered services.
- Establish, maintain, and provide community, civil, and criminal justice contacts as referrals for survivors
- Engage in professional and educational development pertaining to the role as an advocate.
- Assist in the planning and participation of agency awareness events.
- Attend and engage in all Forensic Nurse and First Response Advocacy Combined monthly team meetings, supervisions, peer support
- Participate in agency mandated staff, committee meetings, and other meetings deemed necessary / required by Turning Point.
- Assist in planning, organization and advancement of the FNE/FRA/SART program
- Meet all mandatory agency training requirements
- Adhere by agency policies, procedures, contracts, rules, and regulations.
- Notify the Director of First Response, Director of Hotline, Deputy Director or CEO of any emergency situations that may affect Turning Point staff, contractual or client.
- Perform all other duties as assigned by the CEO, Program Coordinator, and / or Supervisor.

#### **QUALIFICATIONS:**

- Must have knowledge of survivor-centered, trauma informed, and advocacy-based interventions with survivors of domestic violence and sexual assault that are rooted in empowerment and anti-oppression values.
- Possess the ability to work and communicate with diverse populations nonjudgmentally with dignity, empathy, and respect.
- A bachelor's degree in human services/social work, or an equivalent combination of education and experience, is required.
- Excellent written, interpersonal, and oral communications skills.
- Exhibits both critical and analytical thinking, strong organizational skills
- Exhibits professional behaviors, empathy, and boundaries.
- Ability to serve the needs of clients and the agency.
- Ability to work independently including overnight, weekends, and holidays.
- Must have reliable transportation, auto insurance, a valid Michigan Driver's License, and a good driving record; must successfully pass a criminal background check.
- Danger Assessment Certification or within 6 months of hire.
- Address Confidentiality Program (ACP) Certification or within 6 months of hire.
- Applied Suicide Intervention Skills Training or within 6 months of hire.
- HIV Counseling, Testing, and Referrals (CTR) training or within 1 year of hire.

#### **WORKING CONDITIONS:**

- Must be able to work independently and collaboratively with a team
- Must allow for flexibility in schedule, work location and job function.
- Ability and willingness to be available for non-scheduled emergency call-in when necessary.
- Ability to travel to Macomb, Oakland, Wayne and St Clair Counties all shifts.
- Ability to operate general office equipment (copier, scanner and electronic fax)
- Ability to utilize Microsoft 365, word, excel and PowerPoint
- Must be able to lift 20 lbs.
- Must be able to sit/stand for long periods of time.

#### **COMPENSATION:**

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The First Response Advocate position offers a starting annual salary range of \$ and is commensurate with qualifications.

To apply, submit your cover letter and resume at our website [Apply - Turning Point Macomb](#)

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