

Centre Safe
Rural Mobile Medical Advocate

Reports to: Director of Counseling and Advocacy

Status: Full-time

Typical Work Hours: M-F; 8-hour workday with hours between 9am-5pm, with occasional evening hours

FLSA Classification: Non-Exempt

Grade: B/C

Revision Date: May 2022

Organizational Expectations:

All employees at Centre Safe will demonstrate a commitment to our Core Values:

- Empower survivors through trauma-informed and client-centered services that are intentionally equitable, inclusive, diverse, confidential, professional, and responsive to identified client and community needs.
- Eliminate violence by challenging the structural inequalities and oppressions that perpetuate gender-based violence, recognizing intersectionality in the ways violence is experienced by survivors and the wider community.
- Enhance and value our human resources through ethical stewardship of the knowledge, expertise, lived experience, and courage of spirit of the staff, volunteers, and directors, as well as our financial resources, facilities, and community relationships.

Employees are expected to become familiar with the Centre Safe Employee Handbook and abide by the policies within it.

All Centre Safe employees and Counselor/Advocate volunteers are Mandated Reporters of child abuse and will obtain the required clearances (Criminal Background, Child Abuse, and FBI) upon employment. All Centre Safe employees and volunteers will maintain and uphold client confidentiality under Pennsylvania State Law, specifically 23 PA C.S. 6102 and 42 PA CSA Sec. 5945.1.

Job Summary:

The Rural Mobile Medical Advocate will address barriers to health care access that may be experienced by domestic violence and sexual assault survivors and their dependents. They will provide trauma-informed advocacy services, including medical advocacy, to survivors of sexual assault, domestic violence, and stalking in rural Centre County. This position will raise awareness about Centre Safe's services and maintain a consistent presence in rural areas.

Essential Responsibilities:

- Partner with health care providers in rural areas (including but not limited to Bald Eagle, Bellefonte, Penns Valley, and Philipsburg)
- Develop and provide trainings for health care providers and medical staff
- Provide information and referrals to clients (particularly in regards to COVID-19 testing and mitigation)
- Provide crisis counseling, crisis intervention, and various forms of advocacy to victims of sexual assault, domestic violence, and stalking
- Assist with filing of Protection Orders
- Participate with systems advocacy and related meetings, as delegated
- Assist clients in filing Victim's Compensation Assistance Program (VCAP) claims

Other Responsibilities:

- Maintain and increase current knowledge in the field and professional effectiveness through attendance of internal and external seminars/workshops, in-service and professional development sessions
- Participate in staff, team, and case management meetings
- Participate in Centre Safe office staffing and coverage of the hotline during off-hours
- Assist with and provide instruction, as needed, for advocate training classes
- Provide data management and recording of participant services
- Participate in advocacy at court hearings

Qualifications:

- Bachelor's degree or a minimum of two years' experience working in the education or human services field is required
- Must successfully complete the Centre Safe Counselor/Advocate Training post-employment
- Experience in public speaking written communication preferred
- Ability to interact professionally with diverse groups of individuals
- Computer proficiency at a basic level including the ability to conduct website searches, navigate through programs and multiple screens, perform data entry, and use common word processing, email, calendar, and spreadsheet programs (Microsoft Office programs preferred)
- Maintain a valid driver's license and have reliable motor vehicle transportation

Supervisory Responsibility: No supervisory responsibilities

Working Conditions: Includes working in an office on a computer and within the community at a variety of locations, mostly indoor with some outdoor events in different weather settings, and with large groups of people. Should expect to work some evenings, weekends, and early mornings.

Mental and Physical Requirements: Ability to transport self and materials to locations within Centre County. In some circumstances travel times may exceed one hour. May need to lift and transport heavy event and programmatic materials at times up to 25 pounds.

This job description is not a comprehensive list of all activities, duties, or responsibilities and may change without advance notice. This job description is also not a contract for employment and does nothing to change the at-will status of employment. Centre Safe is an Equal Opportunity Employer.

Employee Name _____ Signature _____ Date _____

Supervisor Name _____ Signature _____ Date _____