

## Washington Gorge Action Programs

### Position Description

Program Coordinator, Advocate

### Status:

Non-Exempt / Full Time

Pay Grade: Level 3

### Supervised by:

Programs for Peaceful Living Department Director

### Summary of Position:

The primary purpose of this position is to provide assistance to clients of Programs for Peaceful Living in obtaining information and resources necessary to aid in their recovery process. The position involves effectively presenting information and responding to questions from individuals, clients, groups, and the general public. The Program Coordinator/Advocate will assist the Department Director with social change efforts. All tasks will be performed in a safe and courteous manner consistent with all agency policies and state and federal law.

### Qualifications:

**Education and Experience** – A High School Diploma AND two years experience or any equivalent combination of education, job training, and experience which provides the knowledge, skills, and abilities to perform the essential functions of the position requirements.

**Position Requirements** – Must be able to relate in a positive manner to survivors of sexual assault , domestic violence and general crime

**Other Requirements** – Current valid Driver’s License and Insurance

Washington State Criminal Background Check

First Aid, CPR cards with Infant / Child CPR (can be acquired within 6 months of hire)

HIV/AIDS training card (can be acquired within 6 months of hire)

### **Knowledge, Skills and Abilities**

Knowledge of regulations regarding the operation of Domestic Violence, Sexual Assault and/or general Crime Victims programs.

Knowledge of grant requirements and policy constraints regarding programs.

Knowledge of rules, procedures, and operations to complete a variety of interrelated assignments.

Knowledge of how to select pertinent information and apply it to situations/problems requiring abstract solutions.

Effective leadership and decision making skills.

Skill in applying written policy to independent situations.

Skill in effective organization and time management.

Skill in communicating with coworkers, supervisors, departments, other agencies, and the general public in a courteous, friendly and effective manner.

Skill in active listening so that all pertinent information is available for staff responses to inquiries from the public or other agencies.

Computer skills including Data Entry, Word and Excel.

Ability to work independently.

Ability to communicate clearly and concisely, orally and in writing.

Ability to prepare and maintain accurate, clear and concise files, reports and records, both electronic and paper for department programs.

Ability to maintain confidential information and records retainage.

Ability to use independent judgment, make decisions, and accept responsibility for assigned work to achieve the most effective performance of all job assignments with minimum amount of supervision.

Ability to maintain an effective and professional working relationship with coworkers, supervisor departments, other agencies and the general public.

**Physical Requirements** – Position involves standing and/or sitting for more than two hours

Position involves operating motorized vehicles

Position involves contact with at-risk populations in isolated situations

Position involves periodic lifting, not to exceed 40 pounds without more than one person

**Conditions** – Usually work will be in an office environment but may sometimes be in non standard workplaces. Usually work is a standard work week, but occasionally it may require evenings or weekends due to program activities. This position will require in area and out-of-area travel for meetings and training.

**Essential Functions and Responsibilities:**

- A.** Provides direct services, advocates, and supports clients who are victims of sexual assault and/or domestic violence.
- B.** Collects and maintains client records for compliance with the confidentiality/privacy policy of the organization; case management records; and other program related information to assure compliance with program guidelines and contracts.
- C.** Coordinates client outreach activities as directed by Supervisor.
- D.** Coordinates community education and presentations as directed by Supervisor.
- E.** Assists with statistical and written reports as directed by Supervisor.
- F.** Advocates for social change as directed by Supervisor.

**Non-Essential Functions and Responsibilities:**

- A.** Attends and participates in meetings as deemed appropriate by Supervisor.
- B.** Performs other duties as assigned by Supervisor or Executive Director.

Employment At Will:

It is the policy of WAGAP that all employees are employed at the will of WAGAP for an indefinite period of time. Employees are subject to termination at any time, for any reason, with or without cause or notice. At the same time, employees may terminate their employment at any time and for any reason. No WAGAP representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, contrary to this policy.

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize work periods or otherwise to balance the workload.

Washington Gorge Action Programs prohibits discrimination in all its programs and activities against any person on the basis of race, color, religion, sexual orientation, age, national origin, disability, political beliefs, gender, marital or family status or persons with physical/mental disabilities.

---

Employee Signature

Date

BOD Approved 9/22/22