

# Safe Harbors of the Finger Lakes

*Advocate. Educate. Support.*



PO Box 929  
Geneva, NY 14456

P: 315.781.1093  
info@shflny.org

## Ontario County Advocate

Safe Harbors of the Finger Lakes, Inc. staff are a passionate, dedicated team of professionals who strive every day to impact the communities we serve in a positive way. We maintain an unwavering commitment to ending interpersonal violence in our communities through comprehensive support and expert educational services.

### Job Summary

The Advocate is responsible for providing crisis intervention and advocacy services for individuals who have experienced or witnessed physical, sexual, or emotional abuse.

### Qualifications

- Associates degree in human services and two years experience. Bachelors degree in social work or education preferred.
- Commitment to the mission of Safe Harbors.
- Ability to work independently, with good organizational skills
- Ability to foster a cooperative, collaborative work environment.
- Ability to plan, develop and implement short and long range goals.
- Ability to maintain emotional stability under duress.
- Excellent communication skills, including public speaking ability.
- Comfort dealing with and talking about sensitive issues.
- Must be adaptable and willing to change schedule to meet needs of clients, and SHFL obligations, which may include occasional evenings and weekends
- Working knowledge of Microsoft Office

Preference will be given to Spanish speaking applicants

### **WORK SCHEDULE and COMPENSATION**

40 hours per week, Generally weekdays 8:00am—4:30pm with variations based on client's needs. Some evening and weekends.

\$17 per hour plus a generous benefits package including health and dental insurance, paid time off, and 401(3)b retirement plan.

### **HOW TO APPLY**

Submit cover letter and resume by email:

**Email: [info@shflny.org](mailto:info@shflny.org)**

[www.shflny.org](http://www.shflny.org)

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### INTAKE AND SUPPORT

- Assess needs, provide referrals, and facilitate connections with other community support services.
- Provide crisis intervention, advocacy, and trauma informed support to individuals who have been affected by domestic violence, sexual assault, child abuse and human trafficking.
- Inform victim of their eligibility with the Office of Victim Services and complete applications as appropriate.
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- Work with Safe Harbors Case Manager to ensure smooth transition to non-crisis services after crisis period is over.
- Co-Facilitate adult support groups as needed.

#### EDUCATION AND COLLABORATION

- Outreach to community programs to schedule and provide information about Safe Harbors services.
- Maintain professional collaborations and provide consultation and training to community agencies.
- Help plan and participate in agency awareness events.

#### REPORTS AND STATISTICS

- Maintain complete, accurate records on all clients and presentations.
- Complete monthly and quarterly reporting information in a timely manner.

#### OTHER DUTIES AS ASSIGNED

- Follow agency confidentiality and other program policies.
- Attend monthly staff meetings and other agency meetings as requested by supervisor.
- Cover hotline backup for approximately seven weeks per year, and occasional holiday hotline coverage.
- Complete all functions in an ethically and culturally competent manner.