Description of all duties of Crisis Advocate/Administration Assistant position.

Crisis Advocate/Administrative Assistant: Provide support to victims of family violence and sexual assault through direct services, 24-hr crisis line/on-call, law enforcement, legal system and any other reasonable and ethical means; accompany clients to court hearings, meetings with County Attorney and Victim Witness Coordinator; attend court hearings pertaining to domestic violence and related issues; monitor attitudes, treatment and handling of cases; co-facilitate support groups; attend conferences and training as recommended; assist and participate in volunteer training, functions and recruitment; provide back-up to volunteers and/or take calls as needed; promote agency; and any duties required to provide support to clients within legal and ethical guidelines.

Greet visitors and clients; schedule appointments, conferences and interviews; maintain supplies and arrange for equipment repairs; answer phones, direct calls and take messages; maintain and submit statistics as required; work with Director to submit monthly statistics; maintain files and confidentiality of clients; prepare and distribute Board meeting agendas and minutes; assist with fundraisers; help maintain clean office; assist in direction of volunteers as requested by Director; any duties to maintain effective office; newsletters; assist with school and community presentations; prepare advertisements for media; receive donations and send thank you cards and letters; run errands; history album and news art; strategic plan reporting.

This position pays $16/hr. plus $75 on-call stipend per month. Position is 124/month. Please call the agency to apply 307-864-4673.