



Crisis Services and Advocacy Program Advocate

Position Overview: The Program Advocate is responsible for providing high-quality, well-coordinated advocacy support for victims of domestic and sexual violence, stalking and human trafficking. Advocates build and maintain relationships with survivors, community organizations and institutions to best meet the needs of victims.

Hours: Full-time, exempt and salaried position. Core hours are Monday through Friday between 8:30 am and 4:30 pm. Some evening and weekend hours are required.

Reports to: Advocacy Director

Location: This position is based in the WISE Program Center in Lebanon, NH. Advocacy takes place largely onsite and in person at community partner locations, with some regular opportunity to work from home. The position requires a response time of less than 45 minutes to Lebanon.

Responsibilities:

- Participate on a team of advocates to realize WISE's mission of survivor-centered advocacy.
- Advocate with survivors and their community, including spontaneous and scheduled meetings at the Program Center, by phone or video, and institutional advocacy including at court/legal system, hospital/medical providers, and law enforcement.
- Coordinate and facilitate opportunities for survivor connection and community.
- Provide for back-up duties and responsibilities beyond WISE core hours monthly.
- Maintain clear, accurate and timely documentation in accordance with WISE's data collection and reporting requirements.
- Participate in weekly Advocacy team meetings and regular staff meetings/retreats and training.
- Attend community, Board meetings, and other training and/or conferences as requested by the Advocacy Manager and Executive Director.
- Participate in the strategic and annual planning processes of WISE and the Advocacy team.
- Perform other duties for the overall functioning of the organization as requested by the Advocacy Manager and Executive Director.

Qualifications:

- Relevant educational or life experience equivalent of 4 years of higher education or 4 years of professional experience.
- Ability to work with many kinds of people, including professionals and people in crisis and/or with histories of trauma, and juggle many competing priorities while remaining kind, calm, and effective. Must be able to prioritize and multi-task.
- Preferred background in the field of domestic or sexual violence survivor advocacy or prevention, and/or sophisticated knowledge of the issues, and/or experience within the child welfare system.
- Strong commitment to survivor-centered advocacy and the Empowerment model.
- Clear judgment, discretion and competency for complex situations.
- Proficiency in Microsoft Suite, including Outlook, Word, PowerPoint, and Excel.
- Reliable transportation, valid driver's license, required minimum vehicle insurance.
- Ability to spend periods of time sitting and standing, and to lift 40 pounds.
- WISE requires all employees to consent to criminal background and driver's license checks, employment is contingent on report.
- Successful completion of the *WISE Advocate Training Program* within 3 months.

Compensation Range and Benefits: The annual salary for this full-time position is \$51,250. Other benefits include four weeks accrued earned time off, 100% employee health premium coverage, and 7% employer retirement fund contribution.

All WISE employees are expected to honor staff values and practice ethical communication.

WISE is a nonprofit organization serving 23 communities in the Upper Valley of New Hampshire and Vermont. WISE provides 24-hour crisis and advocacy response and support for victims of domestic violence, sexual violence, stalking and trafficking as well as programming focused on community education and prevention, legal services and forensic interviewing.

WISE encourages diversity in applications. To apply for this position, please submit a cover letter describing your interest and qualifications with your current resume and emailed to WISE Executive Director Peggy O'Neil, peggy.oneil@wiseuv.org.