

Safe Harbors of the Finger Lakes

Advocate. Educate. Support.

Our mission is to provide reliable information, support, referrals, and advocacy for individuals, children, families, and communities impacted by sexual and interpersonal violence. We offer our services throughout Ontario, Seneca, and Yates Counties at no charge.

Our vision is for our communities to overcome the stigma and burdens of sexual and interpersonal violence; and to be safe and secure from these harmful acts and crimes.

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 in assigned county 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 flexible.

WORK SCHEDULE and COMPENSATION

37.5 hours per week, Generally weekdays 9am—4:30 pm with variations based on clients needs. some evening and weekends.
\$15 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

Safe Harbors of the Finger Lakes, Inc. is an Equal Opportunity Employer

ESSENTIAL DUTIES AND RESPONSIBILITIES

INTAKE AND SUPPORT

- ◆ Assess needs, provide referrals, and facilitate connections with other community support services.
- ◆ Provide crisis intervention, advocacy, and support to individuals who have been affected by domestic violence, sexual assault, or child abuse.
- ◆ Inform victim of their eligibility with the Office of Victim Services and complete applications as appropriate.
- ◆ Co-facilitate adult empowerment 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.
- ◆ 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.

Safe Harbors
of the Finger Lakes •

Advocate. Educate. Support.

