

# **Mitchell Area Safehouse, Inc.**

## **Position Description**

### **Title: Full Time Rural Advocate**

**Travel:** Travel will be required within an eight county area (Aurora, Davison, Douglas, Hanson, Hutchinson, Miner, Jerauld, Sanborn)

#### **Qualifications:**

- Assoc. /BA Degree in human services or related field and/or equivalent experience
- Experience working with victims of domestic violence and/or sexual assault preferred
- Good listener, self-motivated, able to relate well with other and collaborate building relationships
- Ability to respond effectively to crisis
- Organizational and time management skills
- Oral and written communications skills
- Proficiency in Microsoft office programs
- Ability to maintain confidentiality
- Knowledge and experience with rural issues
- Must have valid driver's license and access to reliable transportation

#### **Responsibilities of Rural Advocate:**

- Provide information & education about domestic violence & sexual assault to the agencies & citizens in the communities we serve through displays, fliers, presentations, & speaking engagements
- Maintain established outreach services within the counties we serve
- Promote and participate with local Sexual Assault Response Team (SART)
- Develop professional relationships with key individuals and agencies within our outreach area
- Assist victims with support and advocacy services (transportation, safety planning)
- Assist victims with legal advocacy, including obtaining protection orders
- Provide referrals and information about other programs to victims
- Attend county and community functions relevant to domestic violence/sexual assault issues
- Assist in the development of rural county/community services
- Provide on-call crisis advocacy alternating weeks with other on-call crisis advocates
- Accurately complete reports and paperwork in a timely manner
- Perform other duties as assigned by the Executive Director or Shelter Director
- Work in cooperation with the South Dakota Network Against Family Violence & Sexual Assault Outreach Coordinator

Please send resume and cover letter to:  
**[coleen@mitchellareasafehouse.org](mailto:coleen@mitchellareasafehouse.org)**