

**Against Abuse, Inc.
Advocate I
Job Description**

Against Abuse, Inc. provides voluntary services, support and education for primary and secondary victims of domestic and/or sexual violence to become empowered and self-sufficient survivors. Trauma informed, culturally responsive services are person/family centered, strength based, self-determined, and confidential, with a focus on satisfaction, effectiveness and access. Services are provided regardless of the survivor's race, color, religion, sex, national origin, disability, age, or genetic information. Staff participating in a trauma informed work environment are mindful of their own self-care and seek assistance needed for vicarious trauma experienced from the work they do.

Qualifications: A high school diploma or GED is required. Experience working with vulnerable populations is preferred. Bilingual in Spanish is preferred. Obtain/possess a valid Arizona Driver's License, show proof of current auto insurance, obtain a Level One Fingerprint Clearance background check and TB test.

General Duties and Responsibilities

1. Participate and communicate in a trauma informed, professional, positive and respectful manner.
2. Ensure confidentiality at all times.
3. Assist in maintaining: security/safety; cleanliness and compliance requirements of the internal and external shelter facility.
4. Provide individual and group crisis intervention, case management support, active engagement, etc.
5. Answer the hotline.
6. Assist in developing individualized safety plans.
7. Educate survivors of their constitutional rights and the services available through Victim Witness offices including Victims Compensation application assistance.
8. Facilitate conflict resolution, requesting assistance as needed.
9. Make quick and effective decisions.
10. Disseminate information at presentations and community and tabling events, focusing on underserved communities.
11. Accurately document all services provided on appropriate forms.
12. Actively participate in staff meetings.
13. Complete required (i.e. 40-hr. DV, 40-hr. SVCAT, First Aid, CPR) and additional and/or ongoing staff training, making necessary arrangements, in advance, to ensure participation and completion.
14. Participate in virtual spaces and/or become familiar with providing virtual services. Service provision may involve displaying personal images and being recorded for public view.
15. Assist in food delivery, storage and safety.
16. Communicate issues to the immediate supervisor in a timely manner.
17. Cover open shifts as needed.
18. Follow procedures and instructions. Be open and responsive to feedback to ensure quality service delivery.
19. Safely provide transportation to survivors and their family members.
20. Must be able to lift 20-50 pounds.
21. Must be able to maneuver around internal and external facilities.
22. Must be able to work with software such as, but not limited to, Microsoft Office
23. Must be able to utilize office equipment, such as a landline, copier, etc.
24. Other duties as assigned.

By your signature, you acknowledge an understanding and acceptance of this position.

Signature

Date

AAI-01/27/2026

cc. personnel file