

Womenspace Unlimited
SOUTH LAKE TAHOE WOMEN'S CENTER
JOB DESCRIPTION

Position: Teen Outreach Advocate

Position Status: Part-time, 20 hour per week position shared between South Lake Tahoe Women's Center and Family Support Council.

Primary Responsibilities: Under the supervision of the Outreach Coordinator, provide outreach for the dating violence, sexual assault and child abuse programs in the South Lake Tahoe and Douglas County Middle and High Schools. Also provides crisis intervention and support services as needed.

A. Teen Outreach Advocate:

1. Present Rape Prevention Education and Domestic Violence Prevention curricula to Middle and High School students in South Lake Tahoe and Douglas County schools including special populations, such as at risk youth and the disabled.
2. Assist Outreach Coordinator in the development and revision of curriculum and presentations.
3. Recruit and train teen advocates in South Lake Tahoe and Douglas County High Schools and Middle Schools.
4. Assist Tahoe Youth and Family Services with the street outreach team at least once a month.
5. Maintain proficiency on resources available to teens in El Dorado and Douglas Counties.
6. Maintain a positive and professional rapport with community institutions such as schools, churches, youth groups, service clubs and community organizations and their governing boards.
7. Educate the community about Women's Center and Family Support Council services through providing outreach and education to organizations, and individuals, as requested.
8. Provide crisis intervention services, including: advocacy, accompaniment, transportation, TRO/custody information and assistance, and community referrals. Provide support for clients through medical and legal processes.
9. Maintain client service documentation and required program statistics. Statistical client sheets must be submitted to the Outreach Coordinator two business days after the 1st and 15th of every month.
10. Collaborate closely with Outreach Coordinator to ensure all outreach objectives are met. Turns in outreach reports to the Outreach Coordinator by the end of each month.

B. Other Duties

1. Maintain skill level through reading and attending trainings when requested.
2. Other duties as assigned.

Demands / Qualifications:

High school diploma or equivalent required. Bachelor's degree and experience in related field preferred, but not required. Bilingual preferred, not required. Upon hire, must complete the California State certified 80 hour training. Must be able to work well with minimal supervision and possess good judgment. Ability to act in a professional manner; organization and networking skills are necessary. Must have a team-work approach towards client services and staff. Must have proficient computer skills and knowledge of Microsoft Office including PowerPoint. May not have been in a domestic violence relationship or received services for at least 2 years due to the risk of transference in the workplace. Occasionally this position requires moving and lifting objects up to 50 pounds. Valid driver's license, current auto insurance and registration, and dependable vehicle are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.