



## **Survivor Services Advocate**

**Pay:** \$41,600-\$45,760 per year

**Job Types:** Full-time, Part-time

### ABOUT ALBION FELLOWS BACON CENTER:

Albion Fellows Bacon Center is a survivor-centered nonprofit dedicated to providing safety, healing, and hope to survivors of domestic violence, sexual assault, stalking, and human trafficking. Through emergency shelter, mobile advocacy, prevention education, and community collaboration, Albion works to create a safer, more equitable community for all.

### POSITION SUMMARY:

The Survivor Services Advocate provides direct, front-line support to survivors through crisis intervention, advocacy, resource connection, and ongoing advocacy. This role works closely with survivors to develop individualized service plans, remove barriers, and empower participants to achieve safety and well-being on their own terms.

Advocates are a vital part of Albion's 24/7 survivor-centered service model and help create a warm, supportive, trauma-informed environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

#### Direct Survivor Support

- Conduct client triage, intake, orientation, and individualized service planning
- Provide crisis intervention, advocacy, emotional support, information, and referrals
- Assist survivors during hospital exams, law enforcement interactions, court proceedings, and other systems navigation
- Support survivors pursuing protective orders, crime victim compensation, and related filings

### Program Participation

- Co-facilitate survivor groups and programming as assigned
- Support survivors in achieving goals related to safety, stability, and well-being
- Assist with shelter operations, including preparing guest rooms when needed

### Community & Systems Advocacy

- Build and maintain relationships with community partners and referral resources
- Represent Albion Fellows Bacon Center at community events, coalitions, and workgroups as assigned
- Deliver presentations and educational sessions to increase awareness and prevention

### Documentation & Compliance

- Maintain accurate, timely client documentation and data entry
- Ensure services comply with trauma-informed standards, voluntary services principles, and funder requirements
- Participate in case reviews and quality assurance activities

### Additional Responsibilities

- Provide transportation for survivors when needed (agency vehicle)
- Act as a mandatory reporter and engage with DCS as required
- Support volunteer engagement and training as assigned
- Participate in meetings, trainings, and organizational activities

## QUALIFICATIONS

### Preferred (Not Required)

- Associate's or Bachelor's degree in human services, social work, or a related field
- Training or experience providing direct services to survivors of violence or human trafficking

### Required

- Ability to work effectively with individuals in crisis
- Strong boundaries, empathy, and a trauma-informed approach
- Valid driver's license and ability to pass background checks
- Willingness to work flexible schedules, including evenings, weekends, and holidays

## SKILLS & ATTRIBUTES

- Strong communication and problem-solving skills
- Dependability and ability to work independently and as part of a team
- Comfort working in a fast-paced, 24/7 environment
- Basic computer skills (Microsoft 365) and willingness to learn client databases

## WORK ENVIRONMENT & SCHEDULE

Albion Fellows Bacon Center operates 24/7. Advocates may be required to rotate through different duties during shifts to meet survivor needs. The role may involve occasional local or out-of-state travel.

Shifts may include:

- Monday to Friday
- Evenings as needed
- Weekends as needed
- Holidays

BENEFITS may include:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Retirement plan
- Paid time off
- Employee assistance program

## WHY JOIN ALBION FELLOWS BACON CENTER?

Join a mission-driven team committed to safety, healing, and justice for survivors of domestic violence, sexual assault, stalking, and human trafficking. Albion Fellows Bacon Center integrates Housing First, Voluntary Services, and Trauma-Informed Care models to provide a comprehensive, survivor-centered response that honors survivor choice and promotes long-term healing.

Albion Fellows Bacon Center is an Equal Opportunity Employer.

## APPLICATION QUESTIONS

What interests you in working with survivors of domestic violence, sexual assault, stalking, or human trafficking?

This role involves working with people who may be experiencing intense trauma. What strategies do you use to maintain healthy professional boundaries and self-care?

Have you ever worked in an environment that required strict documentation, confidentiality, or compliance with policies or funder requirements? If yes, briefly describe.

This job operates in a 24/7 environment where priorities can change quickly. How do you stay organized and dependable in fast-paced settings?

Which option best describes your availability and preference?

Availability Options:

- Full-time, daytime (8:00 a.m. – 6:00 p.m. Mon, Tues, Wed, Fri)
- Full-time, evening (4:00 p.m. – 12:00 a.m. Mon–Fri)
- Part-time, overnights (12:00 a.m. – 8:00 a.m. Tues, Wed, Thurs)
- Part-time weekends and PRN

Integrating Housing First, Voluntary Services, and Trauma-Informed Care models, Albion's Survivor Services Program provides a comprehensive, survivor-centered response that removes barriers to safety and housing while honoring survivor choice and promoting long-term healing. What do these service models look like to you in practice?

Interested candidates, please send a cover letter, resume and answers to the above questions to [LeslieJ@albioncenter.org](mailto:LeslieJ@albioncenter.org) for consideration.

No phone calls, please.