

Women's Resource Center of Winona Advocate

Required Qualifications:

1. Ability to work and succeed as part of a team
2. Excellent written and verbal communication skills
3. Effective interpersonal, negotiation and professional presentation skills
4. Knowledge of and experience with diverse cultural groups
5. Good organizations skills
6. Bachelor's Degree or equivalent experience in advocacy or human service field.

Responsibilities:

1. Provide advocacy to survivors of domestic and sexual violence in accordance with their self-defined needs. Provide resources, referrals to community agencies and direct support of clients in a professional manner.
2. Work with other staff and volunteer advocates as a team member, advising, assisting, and sharing in providing advocacy services to clients (and their children when applicable) with domestic violence and sexual assault issues.
3. Assist in providing volunteer advocate training
4. Assist in maintaining client filing system and database to ensure consistent communication, follow-up and documentation
5. Periodically evaluate, update and expand WRC materials on issues relating to victims and their effectiveness, particularly for communities of color and other diverse cultures
6. Collaborate with Winona area law enforcement, court administration, city and county attorneys and other community agencies to increase client safety
7. Serve on community boards and advisory committees as required
8. Other duties as assigned by Director