

**Rural Outreach Victim Advocate  
FTE / Non-Exempt**

**Responsibilities and Duties**

- Provide crisis intervention, peer counseling, and advocacy.
- Maintain confidentiality.
- Input services provided into computer database.
- Assist in distributing supplies and personal care products to clients.
- Assist with on-going shelter maintenance and upkeep. Provide life skills assistance with shelter residents. Ability to lift up to 30 pounds necessary.
- Provide life skills training regarding cleanliness of shelter facility.
- Assist in organizing community donations, which includes the ability to lift up to 25 pounds.
- Travel as duties require. Travel at least twice a month to West Wendover and once a month to Ely and/or Eureka.
- Represent the organization at public events and meetings as designated by the Administrative Director.
- Assist in volunteer recruitment, training, acknowledgement, support and maintenance as designated by the Administrative Director.
- Assume other responsibilities as directed by the Executive Director or Administrative Director.

**Administrative:**

- Track hours on provided time sheets.
- Track mileage and approved expenses on provided forms.
- Maintain statistical data as required by the Executive Director or Administrative Director.
- Submit reports as required to the Executive Director or Administrative Director.

**Qualifications:**

- Knowledge of family violence, sexual assault, and stalking.
- Strong reading, writing, and communication skills.
- Knowledge in Microsoft Word and Excel.
- Ability to ensure compliance with health and safety regulations.
- Strong interpersonal skills.
- Experience with shelters and a crisis hotline preferred
- Must have valid driver's license
- Must be 21 years of age.

**Education and Experience:**

- Required - High School Diploma/GED with equivalent work or volunteer experience.
- Preferred - two- to four-year degree.
- 2 to 4 years' experience in social service work through employment or volunteering preferred
- Required CADV and victim advocacy training
- Being a survivor is considered experience.