



## COMMUNITY ADVOCATE

*Created Gainesville is committed to reaching and restoring lives impacted by sex trafficking and sexual exploitation.*

**Purpose:** The Community Advocate is a full-time, non-exempt staff position. The purpose is to manage incoming referrals and to provide support to the non-residential restorative care program, called Created Care, and the Community Participants program. The Community Advocate collaborates with the entire care team to execute the care plan.

**Reports to:**

Created Care Coordinator

**Duties & Responsibilities:**

- **Direct client services (85% VOCA):**
  - Receive incoming referrals through email, phone, and direct contact, and screen new clients. **(10%)**
  - Identify needs of referred clients and meet as many needs as possible, including immediate assistance and developing long-term recovery plans, by collaborating with other agencies and resources. **(50%)**
  - Meet with existing participants regularly to assess overall wellness, set goals, and provide accountability and recommendations for growth. **(10%)**
  - Accompany participants to appointments, meetings, etc. to provide support and advocacy **(8%)**
  - Assist with transportation as needed. **(7%)**
- **Indirect client services (15% VOCA):**
  - Enter all staffing notes, reminders, and paperwork into each client profile. **(5%)**
  - Update materials in the Google Drive, including Oasis materials, workshop materials, and program statistics. **(3%)**
  - Keep track of the Trello board. **(2%)**
  - Communicate regularly with all professional partners both to maintain the relationship and to collaborate in regard to specific clients' needs. **(5%)**

**VOCA TOTAL: 100%**

**Education and/or Experience**

- Associate's degree or 3 years of related work experience
- Proficient in Google Drive and able to learn computer programs quickly
- Confident communicator and outstanding interpersonal skills with clients and public
- Superior project, time and organizational management skills
- Understanding of trauma and trauma-informed care
- Knowledge and understanding of current trends in digital media, slang and pop culture
- Demonstrates strong work ethic and moral standards in line with Created's values
- Must be dependable and consistent
- Clean driving record

#### **Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- In the performance of the duties of this job the employee is required to travel, drive a motor vehicle, communicate using telephone and email.

#### **Work Environment:**

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.