

University of Wyoming Campus Advocate

- I. General Position Description: The University of Wyoming (UW) Campus Advocate will be housed in the UW Dean of Students STOP Violence Program Office August-May and at the SAFE Project Office June-July. The Campus Advocate will be primarily responsible for providing direct services and advocacy to students, faculty and staff of UW. The Campus Advocate will report directly to both the STOP Violence Program Coordinator (SVPC) and the SAFE Project Executive Director (SPED).
- II. Direct Services/Advocacy (70% ~ 28 hours/week)
 - Coordinate crisis intervention and referrals for survivors of stalking, intimate partner, family and sexual violence;
 - Assist survivors in securing accommodations through the University of Wyoming for education, housing and safety.
 - Assist survivors with the completion of Family Violence Protection Orders, Stalking Orders, Sexual Assault Protection Orders, Victims Compensation and other forms and applications;
 - Accompany survivors to court, the hospital, and other campus-based and community agencies;
 - Assist survivors during office hours Monday-Friday 8 a.m. – 5 p.m., by appointment outside of office hours, at special events or community presentations and while on-call;
 - Carry SAFE Project 24-hour hotline phone one weekend per month and on holidays as necessary;
 - Respond to after-hours calls to the SAFE Project hotline from University of Wyoming students on a rotating basis with the SVPC, as scheduling allows;
 - Be responsible for arming and disarming SAFE Project's alarm system and responding to emergencies as necessary.
- III. Education/Outreach (15% ~ 6 hours/week)
 - Provide adult education programs in the areas of SAFE Project and/or STOP Violence Program services, intimate partner violence, sexual assault, and stalking on the University of Wyoming campus.
 - Coordinate events to promote SAFE Project and/or STOP Violence Program services;
 - Develop current resource materials on SAFE Project and/or STOP Violence Program services;
 - Attend community events and resource fairs;
 - Participate in SAFE Project advocate training as needed;
 - Attend community meetings under the direction of the SVPC or the SPED as needed.

IV. Administration/Training (15% ~ 6 hours/week)

- Use Microsoft Office software including Word, Excel, PowerPoint, Publisher and Outlook proficiently to create and modify office documents;
- Maintain complete and accurate files on interactions with survivors by using the cloud-based Apricot database;
- In conjunction with the SAFE Project Outreach Coordinator, evaluate education programs/outreach, track individuals attending, and compile other necessary reporting information;
- Prepare progress reports as needed and submit to SPVC and/or the SPED summarizing all activities relating to grants and other activities.
- Attend SAFE Project staff meetings;
- Attend UW Dean of Students office meetings as necessary;
- Attend conferences and staff development seminars to stay informed on issues related to the job;
- Assume other duties as directed by the SVPC and/or SPED.

VI. Qualifications

- High school diploma; Bachelor's degree in Social Work, Women's Studies, or other related field preferred;
- Ability and willingness to complete 40-hour advocate training;
- Excellent communication skills, both written and oral;
- Proficient use of Microsoft Office Software and other computer programs ;
- Team player;
- Ability to work independently with limited supervision;
- Experience working with 18-24 year olds preferred;
- Experience working with diverse populations preferred;
- Ability to work some evenings and weekends;
- Valid driver's license and access to reliable transportation;
- Must successfully complete a criminal background check.

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