



STUDENT JOB DESCRIPTION

JOB TITLE: DOMESTIC VIOLENCE ADVOCATE

WORK AREA: Granite Falls, MN WRAP Office

HOURS: 10 – 15 per week

TYPICAL WORK HOURS

(Check all that apply)

Daytime Evening Weekends

JOB RESPONSIBILITIES/DUTIES:

Purpose:

1. To provide services to victims and survivors of domestic abuse and their children that would not otherwise exist due to under-staffing and tight budgets.
2. To keep with our philosophy and identity as a community based organization that was born out of a grassroots movement which encourages and models empowerment for victims/survivors.

Key Responsibilities: Respect the privacy of others by keeping all information confidential being sensitive to cultural, ethnic, social backgrounds and values, flexibility in various situations, with the right to accept assignments of my own choice, using responsible judgment when unable to work at time agreed upon, share ideas, opinions and suggestions, support and encourage people to develop confidence in their own abilities to bring about positive change in their lives.

Duties could include but are not limited to:

- Collecting personal items for victims of domestic violence and their children to meet emergency needs (bathroom and laundry items)
- Sorting and organizing donation storage room located in Marshall main office
- Head up or participate in a fundraiser for WRAP
- Contact (and collect, if needed) area grocery stores and gas stations asking them to donate gift cards for of domestic violence and their children that would be needed in an emergency
- Make copies of and distribute WRAP information in either or all the counties (Lyon, Lincoln, Redwood and Yellow medicine)
- Research possible grants opportunities
- Assist with moving or transporting victims of domestic violence and their children

QUALIFICATIONS:

- Understanding and empathy for victims of domestic violence
- A Confidentiality Contract will need to signed and witnessed
- Application will need to be completed and approved by WRAP.
- If volunteering to provide transportation, WRAP will need to make a copy of your current valid driver's license and insurance.
- Agree to and clear background check.
- Basic knowledge of computer and data entry is a plus.
- Pleasant manner, patience, problem-solving ability, dependability.

Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?

Yes No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

ALL WORK STUDY EMPLOYEES WILL RECEIVE A PERFORMANCE REVIEW UPON COMPLETING 40 WORK HOURS.

WAGE RATE: \$15.00 per hour

NUMBER OF STUDENTS NEEDED:

 1 Academic Year

 1 Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Marlen Cervantes, Minnesota West & Kendra Wies, WoMen's Rural Advocacy Program

Location: Granite Falls, MN

Phone: 507-825-6854

Email Address: marlen.cervantes@mnwest.edu

Off Campus Positions:

Department:

WoMen's Rural Advocacy Programs, Inc. 1593 11th Avenue

Mailing Address:

Granite Falls, MN 56241

Start Date:

TBD