



Job Title	<b>Montezuma and Dolores Counties Community Advocate</b>		
Starting wage	\$25.00/hour, dependent upon experience	Last revised	1/2026
Hours	10-20 hours a week	Work Status	part time
FLSA status	exempt	Reports to:	Director of Operations
Funding:	This position is funded by VOCA, SASP, Unrestricted funds and 22 <sup>nd</sup> VALE		

**Position Specific Duties & Responsibilities:**

- Participate in 22<sup>nd</sup> District Sexual Assault work group meetings to coordinate community response for survivors of sexual assault.
- Develop and maintain relationships with current and potential SA work group members/partners to ensure best treatment of victims of sexual assault in the 22<sup>nd</sup> Judicial District.
- Developing and maintaining collaborative relationships within the community and SA providers including LE, Probation Department, Corrections, DA’s office, hospital SANE program and hospital staff, Domestic Violence and Shelter agencies, and other 22<sup>nd</sup> JD Regional SART partners.
- Build relationships with service providers and map resources for Montezuma and Dolores counties. Efforts should include key partners with Ute Mtn Ute.
- Provide training and outreach on SASO services and additional resources available to survivors of sexual violence to partner agencies.
- Conduct community outreach events focused on rural population in Montezuma and Dolores counties.

**Essential Duties & Responsibilities for all SASO Team members:**

- Provide ongoing advocacy services to individuals and groups, both in person and over the phone, to include crisis calls from victims/survivors, inquiries from professionals, referrals to community resources and ongoing case management, attendance at law enforcement report and court proceedings, medical accompaniment, and documentation of these activities as needed.
- Participation and facilitation of direct service staff training.
- Conduct ongoing reporting of activity statistics with detailed documentation of activities for monthly, quarterly, and yearly grant reporting requirements.
- Assist in community outreach events, as required.
- Assist in providing outreach and education to increase knowledge of SASO services.
- Maintain complete confidentiality concerning survivors and ensure all staff and volunteer advocates adhere to these guidelines.
- Administrative duties to include data entry, answering phone and taking messages, general filing for Accounts Payable, and following office sanitation guidelines as advised by public health agencies.
- Provide on-call back up service in a rotating staff schedule to respond to volunteer staff with questions from the 24 hour crisis hotline and provide coverage for the hotline when volunteer staff are not available. Mandatory response to calls in 15 minutes via phone and 1 hour for on-site locations.
- Provide ongoing individual supervision and back up support as needed to all volunteer advocates.

**Competencies:**

- Must be able to work independently and in a creative and collaborative manner.
- Model core values of SASO: compassion, openness, empowerment and inclusion.
- Demonstrate commitment to mission of SASO: provide compassionate and healing support to survivors of sexual violence by offering advocacy services and prevention programs that challenge all forms of oppression in order to create positive cultural change
- Demonstrates strong willingness to learn about justice, equity, diversity and inclusion and apply these principles to their work in providing advocacy to sexual violence survivors.

## Supervisory Responsibilities

- N/A

## Minimum Qualifications of Position:

- Bachelor's Degree in related area or 2 years' experience in human services or related field.

## Preferred Qualifications of Position:

- Bilingual/bicultural preferred
- Experience in community outreach and advocacy

## Knowledge and Skills:

- Proficient with Microsoft Office products, databases and standard office equipment
- Ability to work in a fast paced, diverse and dynamic organization, both collaboratively and independently
- Strong skills in organization and planning; attention to detail and accuracy
- Strong interpersonal skills; ability to work with diverse populations
- Require own transportation, valid Colorado's driver's license and up-to-date insurance
- Successful pass of background check

## Working Conditions and Physical Requirements:

- Sitting or standing at a desk for long periods of time in an office environment.
- Some lifting, carrying of loads of up to 30 pounds and cleaning may occasionally be required.
- Required to drive various distances
- Mainly in office environment with some event days

## Position Type and Expected Hours of Work:

- Part-time, 20 hours per week, business hours Monday-Friday
- Weekends and evenings as needed (approximately 1x a month)

## Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

*Note: This job description is intended to describe the general nature and level of work performed, and is not to be construed as an exhaustive list of responsibilities, duties, and skills required. **Other duties may be assigned.** Furthermore, it does not establish a contract of employment and is subject to change at the discretion of the employer.*

*SASO provides equal employment opportunities to all employees and applications for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation gender identity or expression or any other characteristic protected by federal, state or local laws.*