

## **Support Group Advocate Facilitator Position Description**

**TIME COMMITMENT:** Support Group Advocates must be able to facilitate a weekly group for a minimum of 1.5 years. Each support group is typically 1.5 hours long, once a week, and facilitators reserve a minimum of a half an hour before and after each group to prepare for and clean up after group. The Community Support Services Coordinator will inform you of the weekly group logistics for which you will be facilitating. A 26-hour New Advocate Training is required prior to starting this position with an additional 8 hours of Support Group training. Ongoing training and support is available 1:1 with the Community Support Services Coordinator through quarterly in-service trainings and by attending bi-monthly volunteer meetings.

**GENERAL RESPONSIBILITIES:** Support Group Advocates facilitate a weekly support group. DAIS support groups are drop-in community groups for women and men across Dane County. Advocates provide support, community referrals, and safety tips through facilitation of these groups. Advocates insure that groups begin and end on time and follow the outlined support group format. Support Group Advocates must adhere to confidentiality, Support Group policies and procedures, and the agency's Code of Ethics.

### **SPECIFIC RESPONSIBILITIES**

- Co-facilitate weekly group.
- Provide support, community and internal DAIS referrals, and safety tips.
- Work positively with community partners.
- Take appropriate first steps in an emergency.
- Immediately report suspected or actual physical, emotional and/or sexual abuse of any child to the Community Support Services Manager.
- Attend New Advocate Training, Support Group training, quarterly in-services and 1.5 hour bi-monthly program meetings.
- Maintain current knowledge of changes in policies and procedures, new community resources, and other information.
- Communicate with the support group coordinator on a regular basis either by notes, email, and phone or in person. Let her know how shifts are going and if problems arise. Give her your suggestions for improvements on service delivery or care and retention of volunteers and staff.
- Document hours worked and tasks performed. Participate in 1 year group or individual check-ins.
- Be free of alcohol and drugs when you are on shifts.
- Consistently report for designated shifts. If you are unable to report, you must find someone to replace you.
- Be sensitive to your own emotional needs and take steps necessary to take care of yourself.

### **DAIS' Responsibilities:**

- Will train advocates in the skills necessary to effectively meet with clients' in-person.
- Will provide ongoing training and information.
- Will be available for consultation and support.
- Will be able to provide documentation of volunteer hours for employment and education purposes.
- May be able to provide reference letters after 6 months of volunteer service. These letters will be written on the Support Group Coordinator's knowledge and experience of the advocate's work and documentation in the advocate's file.

### **QUALIFICATIONS**

- Must be at least 18 years of age.
- Must demonstrate informed sensitivity to the issue and experience of domestic abuse and the ability to respond effectively to people in crisis.
- Bilingual advocates encouraged to apply.
- Male advocates encouraged to apply.

### **TRAINING**

- 26-hour New Advocate Training
- 6 hours of Support Group Training