



Position Description

Position Title: Transgender, Non-Binary, and Gender Non-Conforming Outreach Advocate	Supervisor: Director of Community Engagement
Department: Community Engagement	Full- or Part-Time: Part-Time (.57 FTE)
FLSA Status: Part time, Overtime Non-Exempt	Starting Salary: \$22.00/hour
Position Code:	Revision Date: February 2020

Position Summary

The Transgender, Non-Binary, and Gender Non-Conforming Outreach Advocate is responsible for advancing the access and engagement of members of the transgender, non-binary, and gender non-conforming community in Safe Passage’s direct services and prevention efforts. The Transgender, Non-Binary, and Gender Non-Conforming Outreach Advocate is a member of the Community Engagement Department and serves the agency’s mission by coordinating outreach strategy, educational and community interactions, and prevention efforts with the LBGTQ+ (*) communities with a primary focus on the transgender, non-binary, and gender non-conforming community. In close collaboration with the LBGTQ+ Counselor Advocate, this position serves as an internal resource to the rest of the organization and provides counseling, support, and advocacy to members of the LBGTQ+ communities.

**Safe Passage is committed to serving all survivors with marginalized sexual identities and our services are available to all. This includes but is not limited to queer, pansexual, asexual, genderqueer, agender people and non-binary identities that come specifically from outside the colonialist framework such as Two Spirit, and Third Gender people. We typically use the abbreviation LBGTQ+ to denote the broad spectrum of sexual and gender identities. This position prioritizes services and outreach to the Transgender, Non-Binary, and Gender Non-Conforming communities.*

Essential Functions

Outreach

- Establish and sustain meaningful collaborative partnerships with organizations, service agencies, businesses, community leaders and/or community members in the LBGTQ+ community with primary emphasis on the Transgender, Non-Binary, and Gender Non-Conforming communities. Work collaboratively to increase awareness, accountability, and competence in the LBGTQ+ communities and to provide initial contacts for survivors and potential volunteers.

- Contribute to the organizing of, and represent Safe Passage at, community-based initiatives and events such as PRIDE celebration, Neo-Burlesque and Drag shows, Balls, Dances, Faith-based gatherings, school events, town celebrations, events related to the Trans Day of Remembrance, and other culturally relevant events. Provide materials, expertise, and public speaking when invited.
- Serve as a representative of Safe Passage on task forces or initiatives that support the development of community capacity to serve the LGBTQ+ communities.
- Serve as point person, coordinate, and lead anti-violence initiatives, bystander engagement and other educational opportunities for LGBTQ+ communities and allies in community settings such as colleges/universities, houses of worship, and community-based organizations.
- In collaboration with the Director of Community Engagement, develop anti-violence materials and messaging for distribution (print materials and web) that are relevant and specific for the LGBTQ+ communities and consistent with Safe Passage messaging development protocols.

Counseling & Advocacy

- Provide crisis intervention, individual counseling, and advocacy to people who are experiencing or have experienced domestic violence/relationship abuse in the community. Quickly make effective connections to appropriate staff and/or referrals as needed.
- Facilitate culturally responsive support groups for LGBTQ+ survivors, designed to support and empower survivors.
- Support the design and implementation of culturally relevant, competent, and responsive services based on needs of LGBTQ+ survivors.

Community Engagement

The Transgender, Non-Binary, and Gender Non-Conforming Outreach Advocate is a member of the Community Engagement Department. As part of a team effort, all staff in this department share the following responsibilities:

- Supervise and support of engagement volunteers and interns.
- Contribute to creation of communications messaging in accordance with the agency communications plan and strategy.
- Conduct prevention programming in alignment with Safe Passage's strategic plan, social justice and empowerment-based approach, and professional best-practice, including facilitating Say Something LABs and trainings.
- Build relationships in the community and conduct outreach, education, and training for internal and external stakeholders/collaborators/partners in accordance with the agency outreach plan and strategy.
- Support the presence of survivors in community settings by: Modelling healthy boundaries and skills of emotion regulation; Articulating boundaries of what you can do within your role and provide warm referrals, within Safe Passage and externally; Maintaining personal boundaries in the community and on social media that consistently affirm the reality of Safe Passage confidentiality; Responding to disclosures and discussion of interpersonal violence with professional best practice one-on-one and in group settings.

Program Administration

- Attend monthly staff meetings.
- Participate in regular supervision with the Director of Community Engagement.
- Participate in Outreach, Engagement, and Communications team meetings as directed by supervisor.
- Participate in clinical supervision meetings as directed by supervisor.
- Participate in coalition meetings, task forces, and committees, as directed by supervisor.
- Maintain appropriate files, records, documentation, and statistics.
- Submit reports and information as needed for reporting to funders, board of directors, and others.
- Participate in the development and implementation of department and agency planning, strategy, and evaluation.
- Help to create a positive working environment for staff and volunteers.
- Contribute to developing policies and protocol, as relevant to area of expertise.
- Maintain absolute confidentiality of information, written or verbal, according to Safe Passage policy and legal requirements.

Work Hours

This is a 20 hours/week position. This position will typically have regularly scheduled hours during the 9-5 workday with some essential responsibilities occurring in afternoons and evenings. Occasional weekend hours (primarily events) required.

Hiring Requirements

Education:

Bachelor’s in social work, sexuality/health education/prevention, or similar field preferred. Candidates with non-traditional educational pathways and commensurate life/work experience considered.

Years of Experience:

One to three years of relevant experience, such as work addressing interpersonal violence and recovery; outreach, networking, training and/or prevention-education; and service-provision, organizing or other work explicitly serving the transgender, non-binary, and gender non-conforming community.

Knowledge, Skills & Abilities:

Required

- Demonstrated cultural competence and commitment to supporting Transgender, Non-Binary, Gender Non-Conforming people, and survivors of domestic violence and relationship abuse.
- Demonstrated knowledge of, commitment to, and/or experience working with marginalized and underserved populations.
- Commitment to equality and social justice.
- Experience working in a diverse, multicultural workforce.
- Demonstrated understanding of the intersectionality of oppression.
- Demonstrated skill working in diverse coalitions in relationship with community leaders, organizations, religious groups, and other community-based organizations.

- Experience providing counseling, advocacy, and/or community education and outreach in domestic violence or related issues.
- Excellent facilitation and/or public speaking skills. Experience with facilitation of various sizes of groups and/or events management.
- Experience with program planning and implementation.
- Ability to work independently as well as collaboratively with other staff.
- Excellent interpersonal, written and verbal communication skills.
- Demonstrated efficiency in problem solving and critical thinking skills.
- Strong administrative, organizational, and time management skills.
- Excellent attention to detail, judgment, and ability to prioritize and manage multiple tasks.
- Ability to represent Safe Passage in a professional and exceptional manner.

Preferred

- Bilingual skills (Spanish and English) are a plus.

Tools & Technology Requirements: High level of proficiency and comfort utilizing and troubleshooting technology, including but not limited to website and social media, databases, and cloud-storage programs. Familiarity with electronic database programs.

About Safe Passage

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of domestic violence. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

Our Mission

Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse.

We support survivors and their families.

We engage our community.

We advocate for systemic change.

Expectations of all employees

In the performance of essential and general job responsibilities, all Safe Passage employees are expected to:

- Demonstrate commitment to Safe Passage's mission and principles of diversity and inclusion.
- Represent Safe Passage in a professional and competent manner to clients, organizational partners, and other stakeholders.
- Perform quality work within deadlines.
- Work effectively as a team contributor on all assignments while contributing to a positive working environment for staff and volunteers.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

For more information about Safe Passage and domestic violence, visit our website at www.safepass.org.

Benefits

Safe Passage is a supportive, collaborative workplace that fosters growth in its employees, both personally and professionally. We are advocates for self-care and work-life balance, and our compensation package reflects this. Full-time employees receive 15 days of accrued vacation for the first year, and 20 days in the second year of employment. We additionally provide three personal days, and ample holiday and sick time. Benefits are consistent with Safe Passage's personnel policies and relevant state and federal laws.

Application Instructions

Apply: Send cover letter and resume to sjobs@safepass.org with the subject line of "Outreach Advocate" Applications will be prioritized through March 16th, and on a rolling basis thereafter until the position is filled.

Estimate of Physical, Environmental and Cognitive Requirements				
Physical / Environmental Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Lifting under 40 lbs.	X			
Lifting over 40 lbs.	X			
Dusty Environment	X			
Cramped Quarters	X			
Using Oil or Chemicals	X			
Standing		X		
Climbing Ladders	X			
Uneven Surfaces	X			
Exposure to Fumes/ Orders	X			
Exposure to Heat / Cold Temps	X			
Working Inside and Outside	X			
Climbing Stairs	X			
Sedentary Work			X	
Typing / Data Entry/ Computer			X	
Stooping	X			
Driving	X			
Walking	X			
Walk on Wet, Uneven, Slippery Surfaces	X			
Potential Exposure to Infectious Diseases	X			
Protective Equipment Required	X			
Phone Communications		X		
Bending	X			
Twisting Neck	X			
Bending at Waist	X			
Crawling	X			
Working in Confined Space	X			
Simple hand grasping 1 or both hands	X			
Fine manipulation 1 hand	X			
Fine manipulation both hands	X			
Repetitive Movement: Hand, Arms	X			
Reaching below shoulder height	X			
Reaching above shoulder height	X			
Repetitive movement: foot	X			
Kneeling	X			
Hearing			X	
Operating Moving Equipment (Fork Lift, Tractors, Movers, etc.)	X			
Reaching/Pulling/Pushing	X			

Acuity, Far – Clarity of vision at 20 feet or more		X		
Acuity, Near – Clarity of vision at 20 inches or less		X		
Depth Perception – Three-dimensional vision. Ability to judge distances and space relationships.	X			
	X			
Physical / Environmental Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Field of Vision – Area that can be seen up and down or to right or left while fixed on a point.	X			
Accommodation – Adjustment of eye to bring object into sharp focus- Important for near point work.	X			
Color Vision – Ability to identify and distinguish colors.	X			
Cognitive Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Communications Oral				X
Communication Written				X
Mechanical Concepts	X			
Interpreting Skills	X			
Implementing		X		
Evaluating	X			
Organizing		X		
Consulting	X			
Analyzing		X		
Presenting		X		
Supervising	X			
Ability to Deal With:				
• Stressful situations		X		
• Trauma, grief, death		X		
• Public Contact			X	
Decision Making			X	
Work with Others			X	
Work Alone			X	
Concentration			X	
Comprehend and follow instructions			X	

Relate to Others			X	
Influence Others		X		
Perform complex or varied tasks			X	