**NEW MEXICO HIGHLANDS UNIVERSITY**  
Job Description

**Position Title:** Center Advocacy & Education Coordinator  
**Salary Grade:** 13

**Department:** Center for Advocacy Resources Education & Support (CARES)

**Job Type:** Regular/Full Time

**Reports To:** Director - Campus Violence Prevention Program  
**FLSA:** Exempt

**SUMMARY:** Under the supervision of the NMHU CARES Director, provides campus advocacy services and education to clients who have experienced violence including domestic and dating violence, sexual violence, and stalking. Work is primarily at NMHU Center campuses.

**DUTIES AND RESPONSIBILITIES:**

- Provide crisis intervention, intake, and assessment services to clients;
- Work collaboratively with existing mental/behavioral health specialists, law enforcement, and advocacy groups on campus and in the community;
- Promote CARES educational programming; specifically bystander intervention, preventive measures and follow-up services to clients as appropriate;
- Ensure standards of advocacy code of ethics is adhered to;
- Educate clients of campus resources;
- Educate clients concerning basic processes of legal system and campus discipline process;
- File complaints, protective orders, compensation claims, etc., for clients;
- Field crisis calls and walk-in clients;
- Ensure safety/confidentiality of clients;
- Be on call for crisis situations;
- Advise clients individually and in groups;
- Assist clients in exploring options for safety and well-being;
- Provide information regarding available community resources;
- Conduct one on one individual sessions with clients;
- Facilitate group meetings, discussions with project partners;
- Present educational programs to campus community;
- Lead and co-present education workshops for campus programs, students, and teams on dating and domestic violence, sexual violence, stalking, empowerment, and bystander intervention;
- Schedule and coordinate presentations with campus entities – primarily center campuses;
- Revise programs, online and printed materials as needed;
- Facilitate communication/teamwork among staff;
- Review and update logs, client files, case review notes and provide on-going case management;
- Attend appropriate staff meetings;
- Attend professional development trainings;
- Cross train with advocates in other specialty areas;
- Provide guidance/training to campus and community partners, volunteers, and students;
- Handle related administrative responsibilities;
- Record/log all client contact(s);
- Report monthly/quarterly statistics;
- Solicit evaluations (pre and post surveys) following programs;
• Maintain necessary supplies;
• Perform professional responsibilities;
• Keep abreast of current information topic areas;
• Network with federal, state and local agencies, exchanging relevant information and community activities;
• Coordinate special program projects;
• Maintain regular attendance;
• Perform related duties as assigned.

MINIMUM JOB REQUIREMENTS:
• EDUCATION: Bachelor’s Degree in Psychology, Social Work, Sociology or related field
• EXPERIENCE: One (1) year of experience directly related to the specified duties
  o PREFERENCE: 40 hour advocacy training

SPECIAL REQUIREMENTS:
• Must be willing to work evenings, weekends and odd hours as required;
• Complete NMCADV 40 hour advocacy Certification Training within six (6) months of employment;
• Must be at least eighteen (18) years of age;
• Continued employment is contingent upon grant funding;
• Must possess and maintain a valid New Mexico driver's license;
• In-state and out-of state travel is required.

KNOWLEDGE, SKILLS AND ABILITIES:
• Ability to present detail specific material both orally and visually;
• Knowledge of legal referral procedures for reporting violence;
• Ability to handle sensitive information and maintain high level of confidentiality;
• Ability to work under highly stressful, crisis oriented situations;
• Skill in training, leading, organizing, advising, planning, and working independently;
• Knowledge of Microsoft Office products.

PHYSICAL DEMANDS:
• Walking
• Standing, kneeling, stooping
• Eye strain due to computer use
• Light lifting up to 25 pounds

WORK ENVIRONMENT:
• Work is performed in a typical interior/office work environment.