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Serving Northern New Mexico Since 1978

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[www.TaosCAV.org](http://www.TaosCAV.org)

**Job Title:** Advocate

**Reports To:** Advocate Coordinator

**Hours:** 40 hours per week Monday – Friday **12:00PM – 8:00PM** (flexibility required for some over-nights and weekends)

**Salary:** \$21.00–\$23.50/hour + Benefits

**Classification:** Non-Exempt

**Minimum Age Requirement:** 18 years or older

**Background Requirements:** Must pass a criminal background check and pre-employment drug screening

### **About Community Against Violence (CAV)**

Community Against Violence (CAV) works to foster and support a community free from all forms of domestic and sexual violence. CAV provides advocacy, counseling, support groups, children's services, community prevention programs, and outreach. CAV also operates an on-site emergency shelter for adults and their children, as well as short- and long-term transitional housing programs.

### **Position Summary**

The Advocate provides trauma-informed crisis intervention, personal and legal advocacy, life skills coaching, and peer counseling to shelter and non-shelter survivors of domestic violence and sexual assault. This position participates in a rotating on-call schedule for the crisis hotline, including nights and weekends, and responds to in-person crises within 15–30 minutes when required.

### **Primary Responsibilities**

- Provide individual life skills training and refer clients to group life skills training opportunities.
- Coordinate with other CAV programs to provide referrals and case management for shelter and walk-in clients, including appropriate out-of-agency referrals to support clients in achieving safe, permanent housing and personal goals.
- Support clients in addressing challenges encountered while residing in the CAV shelter or receiving CAV services.
- Facilitate weekly house meetings with shelter residents.
- Deliver trauma-informed advocacy services, including crisis intervention, personal, legal, and medical advocacy and follow-up support for survivors of domestic violence and sexual assault.
- Assist with follow-up and case closure for clients no longer receiving ongoing services.
- Assist clients with obtaining Protective Orders and accessing information related to criminal court cases.
- Provide transportation to clients as needed.
- Respond to crisis hotline calls and provide weekly rotating on-call coverage, including nights and weekends, ensuring timely crisis response.
- Participate in staff meetings, client staffing, and in-service trainings.

- Develop and maintain working knowledge of all CAV programs to ensure effective referrals and coordinated case management.
- Participate in ongoing professional development to strengthen skills and enhance services for CAV clients and community partners.
- Attend community meetings, volunteer trainings, and outreach activities as appropriate.
- Engage in situational supervision and actively reflect on the impact of advocacy work on self and others.
- Participate in a minimum of three agency-sponsored events annually.
- Maintain strict confidentiality in accordance with CAV policies and grantor requirements.
- Be cross-trained and available to support other CAV services in office or community settings as requested by leadership.
- Complete all required documentation, reports, and client records accurately and in a timely manner.
- Perform other duties as assigned by the Advocate Coordinator, Client Services Director, or Executive Director.

### **Preferred Skills and Experience**

- Ability to work effectively in crisis situations, including intervention and de-escalation.
- Ability to collaborate in a team-based environment and provide support and information to peers.
- Bilingual and bicultural communication skills (English/Spanish) strongly preferred.
- Strong organizational skills and ability to complete required documentation on time.
- Knowledge of or experience with conflict resolution practices.
- Experience working with multi-cultural populations.
- Previous paid or volunteer experience in advocacy or related human services work, or willingness to complete required training.

### **Minimum Qualifications**

- High school diploma or GED, plus relevant education/training with the target population or at least two (2) years of experience in a human services-related field.
- Completion of forty (40) hours of provider-specific training at the start of employment covering domestic violence, sexual assault, child witnesses/survivors, offenders, and crisis intervention.
- Commitment to a minimum of 20 hours of continuing education annually (may include NMCADV, VOCA, VAWA, or agency-provided training).
- Must be at least 18 years of age.

### **Additional Preferred Qualifications**

- Fluency in both Spanish and English.
- Prior experience providing advocacy to survivors of domestic violence or sexual assault.
- Experience working in a social or human services agency setting.

**Equal Employment Opportunity Statement**

CAV is an Equal Employment Opportunity Employer. All individuals are eligible for employment, promotion, or discharge without regard to sex, sexual orientation, race, religion, disability, age, ancestry, serious medical condition, gender identity, or national origin. CAV strictly prohibits retaliation against any employee or client who files a grievance, makes a complaint, or raises concerns regarding discrimination.