**S.M.A.R.T. ADVOCATE**

**(*SANE Medical Advocacy Response Team)***

**On-Call Part Time Employee**

**Up to 28 hours a week**

End Violent Encounters (EVE, Inc.) is seeking to fill positions for SMART Advocates to provide support to victims of sexual assault in need of SANE (*Sexual assault Nurse Examiner)* examinations.

**Responsibilities of this position include, but are not limited to:**

* Providing trauma informed, survivor centered advocacy in a hospital setting
* Providing active listening and crisis intervention
* Effectively work alongside other providers such as law enforcement and medical staff
* Provide resources on available community services and safety planning
* Providing transportation of survivors, as needed, to SANE program locations (primary location Lansing, MI.)

**Position Qualifications:**

* Prior training/experience preferred in the following areas: Sexual Violence, Trauma Informed Care, Power and Control Dynamics, and Cross-Cultural Awareness
* *Mandatory training is provided by EVE to all SMART Advocates to enhance knowledge and skills needed to perform job duties*
* **Must Possess valid Driver’s License, pass driving record clearance,** **and** **pass criminal background check**

**Required Skills/Abilities:**

* Perform characteristic duties as outlined in the position description.
* Possesses empathy, crisis intervention, and problem-solving skills in an empowerment-based manner
* Ability to communicate effectively, problem solve, and work well with people from diverse backgrounds.
* Must be able to maintain confidentiality.
* Must be able to respond to Lansing, MI within 30 minutes
* Demonstrates the ability to exercise sound judgment when evaluating situations and making independent decisions in a crisis-filled atmosphere.
* Ability to maintain professional boundaries.
* Possess strong verbal and written communication skills and general computer skills.

Shifts will be on-call and can be served in succession or separately throughout the week. SMART Advocates will be paid a flat rate of $25.00 an hour (paid for field work only) and a flat rate of $10.00 per hour for trainings. Reimbursement is received for mileage on their personal vehicle. EVE cannot guarantee minimum hours worked.

To apply, submit resume, 2 references, and a brief summary detailing reasons for applying via email to ***MACoordinator@eveinc.org***

**Employment Application for S.M.A.R.T Medical Advocate at Eve Inc.**

Biographical Information

Full Name:

Date of Birth:

Address:

Phone Number:

Email:

Date Available:

Qualifications

Years of related experience:

Do you obtain a high school diploma or GED?

Please list all education degrees and certificates you have completed:

Availability

1. We currently ask our advocates to sign up for 8-hour shifts per month. Will this be possible for you?
2. What shifts would your primary availability be:
   1. 12am – 8 am
   2. 8am – 4 pm
   3. 4pm – 12 am
3. If offered the position when would you like to start?
4. Best form of contact – email/phone/etc:

*Background Information*

|  |  |  |
| --- | --- | --- |
| Question | Yes | No |
| Are you a U.S. citizen? |  |  |
| Do you have a valid driver’s license? |  |  |
| Are you an active military member or veteran? |  |  |
| Have you ever been convicted of a felony? |  |  |
| Have you ever been convicted of a misdemeanor? |  |  |
| Have you ever been convicted of a DUI/OWI? |  |  |
| Are you willing to undergo a background check? |  |  |

*Skills*

On a scale of 1 to 10, how well do you think you would be able to perform in this position?

What are some basic or excelling skills you obtain?

Please fill the application and email it to [***MACoordinator@eveinc.org***](mailto:MACoordinator@eveinc.org)