SAFV Task Force
Sublette County, Wyoming

Sublette County Sexual Assault and Family Violence Task Force
Client Services Advocate

Status: Full time (36-hour work week), non-exempt

Salary: $55,000 annually. We provide robust benefits: paid time off, wellness and housing stipends, full coverage of employee health insurance premiums, and matched retirement contributions.

This position has a non-negotiable starting salary. We are committed to transparency, equity, and minimizing power imbalances in our hiring process, which includes posting a fair and consistent \wage for all applicants.

About Sublette County Sexual Assault Family Violence Task Force

Sublette County Sexual Assault & Family Violence (SAFV) Task Force provides confidential advocacy, crisis response, emergency shelter, and prevention education for individuals and families experiencing domestic violence, sexual assault, and stalking throughout Sublette County. Our work is grounded in survivor choice, safety, dignity, and connection to our local community.

Through a regional partnership with Community Safety Network (CSN) in Teton County, SAFV maintains its local identity and community relationships while benefiting from shared leadership, supervision, training, and administrative support. Advocates work in Pinedale as part of a collaborative regional team, with opportunities for ongoing learning, professional development, and peer support.

Position Overview

The Client Services Advocate provides compassionate, confidential, and practical support to individuals and families experiencing domestic violence, sexual assault, and stalking. Advocates help survivors navigate difficult circumstances by listening without judgment, providing information and resources, supporting safety planning, and assisting with access to emergency shelter, legal and medical services, and other community resources.

Our approach is trauma-informed, survivor-centered, and voluntary. We respect each person's right to make their own decisions and recognize that safety, healing, and stability look different for everyone.

This position requires sound judgment, flexibility, strong communication skills, and the ability to work both independently and collaboratively. We value people who approach others with empathy, humility, curiosity, and respect.

This is a full-time, non-exempt position with a 36-hour workweek. The position includes participation in a rotating on-call schedule to support SAFV's 24/7 crisis helpline, including evenings, overnight hours, and weekends. Occasional flexibility in regular work hours may also be required to meet client and program needs.

Core Responsibilities

Responsive Support and Safety Planning

- Provide confidential, compassionate, and nonjudgmental emotional support to survivors of domestic violence, sexual assault, and stalking through active listening, validation, and survivor-centered advocacy.

- Respond to individuals seeking assistance through SAFV's 24/7 crisis helpline, including participation in a rotating on-call schedule. Provide crisis support, assess immediate safety needs, and help individuals explore available options and resources.

- Work collaboratively with survivors to identify their priorities, develop individualized safety plans, explore options, and access resources that support their safety, stability, and well-being.

- Provide advocacy and practical assistance related to emergency shelter, housing, legal and medical systems, financial resources, and other needs identified by survivors.

- Support individuals and families accessing SAFV's emergency shelter, including intake, orientation, ongoing advocacy, and planning for their next steps.

- Develop and maintain effective relationships with community partners to support coordinated services and meaningful referrals while protecting survivor confidentiality and choice.

- Maintain accurate, timely, and confidential documentation of client services and follow through on commitments to clients and colleagues.

- Recognize and respond appropriately to safety concerns and emergencies at SAFV facilities, following established organizational protocols.

Operations

- Maintain accurate, timely, and confidential client records and other documentation to support continuity of services, program evaluation, and reporting requirements.

- Participate in required advocacy training, continuing education, and professional development related to domestic violence, sexual assault, stalking, and trauma-informed services.

- Contribute to the daily operations of SAFV's office and emergency shelter, helping maintain a safe, welcoming, and organized environment for clients, staff, and visitors.

- Participate in community partnerships, prevention activities, outreach, and organizational events as needed.

- Participate in regular supervision, client services team meetings, and regional staff meetings, maintaining open and effective communication with colleagues and supervisors.

- Perform other duties as assigned by the Director of Client Services consistent with the responsibilities of the position.

Qualifications

Education and experience

- No prior advocacy experience or specific degree is required. Relevant experience in human services, education, healthcare, community support, or other roles involving direct service, communication, and problem-solving is valued.

- Bilingual abilities are a plus.

- Willingness to complete the required 40-hour advocacy training and participate in ongoing professional development. Training is provided.

- A valid driver's license is required.

Skills and Abilities

- Demonstrated reliability, accountability, and ability to follow through on responsibilities and commitments.

- Strong interpersonal and communication skills, including the ability to listen without judgment and respond to others with empathy and respect.

- Ability to maintain confidentiality, establish appropriate professional boundaries, and navigate sensitive situations with discretion.

- Ability to work independently while communicating effectively and collaborating with colleagues and community partners.

- Ability to remain calm, exercise sound judgment, and prioritize competing needs in challenging or high-pressure situations.

- Awareness of how financial, cultural, social, geographic, and other circumstances can affect an individual's safety, choices, and access to resources.

- Ability and willingness to work respectfully and effectively with people from diverse backgrounds, experiences, and circumstances.

- Willingness to learn and follow applicable laws, organizational policies, and professional standards, including mandatory reporting requirements.

Equal Employment Opportunity

SAFV is committed to creating an inclusive and respectful workplace. We provide equal employment opportunities and do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, age, disability, marital status, or any other status protected by applicable law.

We welcome applicants with diverse backgrounds, experiences, and perspectives.

To Apply

Please email a brief cover letter and resume to admin@safvsublette.org.

Applications will be reviewed as received, and the position will remain open until filled.

Anticipated start date: January 2027.