

Job Description: Domestic Violence Advocate

Key Duties: (Duties are illustrative and not inclusive. Individual assignments may vary.)

- Provide support services to adult and youth victims and survivors of domestic violence, sexual assault, and child abuse.
- Provide crisis intervention through the 24-hour crisis hotline, individual and group psycho-education.
- Conduct intakes, medical and legal accompaniment, referrals.
- Provide advocacy using Trauma Focused Advocacy and utilizing tools such as danger assessments and safety planning.
- Complete all SOVA application and follow up for qualified victims.
- Advocates and collaborates with systems including criminal justice professionals and other social service organizations.
- Act as a resource in police and criminal justice professionals training and education programs.
- Keep abreast of changes in laws affecting Safe Passage service population and of Mandated Reporting requirements.
- Accurately completes and maintains required documentation and case records.
- Attend staff meeting, resident reviews, in-service trainings, and specialized training and meetings as assigned.
- Participates in the on-call and back-up on-call rotation.
- Performs other duties as assigned.

Qualifications:

Education and Experience:

Completion of four years of college-level coursework or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above; must have demonstrated ability to counsel in crisis situations; must possess excellent communication skills and be computer literate; must have awareness and interest in the impact of domestic violence, sexual assault, and other relevant issues on Safe Passage service population.

Licenses/Other Requirements:

Valid driver's license. Must have access to a vehicle with valid insurance. Criminal Background History and Child Abuse Clearances.

Physical Requirements and Working Conditions:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the agency; strength to lift and carry materials weighing up to 10 pounds; ability to read printed materials and a computer screen as well as to communicate in person and over the telephone.

Knowledge of: (at entry)

- Exemplary customer service skills, including dealing effectively with the public, donors, volunteer Board and other community volunteers, and other agency representatives both in person and over the telephone;
- Teamwork and developing consensus;
- Creative and innovative techniques for performing assignments;
- Proper English usage, spelling, grammar, and punctuation; □ Business correspondence formatting;
- Time management;
- Computer applications related to the work include Microsoft Office Professional Applications;
- Standard office administrative practices and procedures, including the use of standard office equipment.

Skills in: (at entry)

- Performing basic research and preparing reports and recommendations; Overseeing projects or programs;
- Organizing own work, coordinating projects, setting priorities, meeting deadlines and following up on assignments with a minimum of direction;
- Using initiative and independent judgment within established policy and procedural guidelines;
- Communicating effectively with co-workers, superiors, the general public, representatives of public and private organizations and others sufficient to exchange or convey information.
- Must complete a minimum of 25-hours domestic violence/sexual assault training and all other agency trainings as assigned.
- Bilingual Spanish/English preferred.