

JOB DESCRIPTION

JOB TITLE: Non-Residential Victim Advocate

GENERAL STATEMENT OF RESPONSIBILITIES: The Domestic Violence Sexual Assault Victim Advocate shall be responsible for support and education, crisis intervention and advocacy for clients. This individual shall assist in all aspects of the program and be directly responsible to the Program Manager.

SPECIFIC DUTIES:

- Conduct telephone and direct crisis intervention.
- Conduct intake interviews with clients.
- Assess client needs and make appropriate referrals.
- Assess client's substance abuse history and make appropriate referrals.
- Maintain a caseload of 10-15 clients.
- Conducts home/offsite visits, as needed.
- Provide emotional support and empowerment for clients.
- Report suspected child abuse to Protective Services.
- Advocate for clients with relevant agencies and individuals, particularly the criminal justice System and hospitals
- Prepare client for court proceedings
- Provide advocacy and support to victims and significant others during legal proceedings.
- Provide transportation, as needed.
- Facilitate support/educational group sessions for victims.
- Maintain accurate records of services provided to clients.
- Submit weekly and monthly reports to appropriate personnel.
- Communicate and interact with staff and volunteers concerning client and program needs.
- Provide on call back up support for staff and volunteers as scheduled.
- Participate in Continuous Performance Quality Improvement Efforts.
- Attend crisis center and EWP full staff meetings.
- Provide community education/awareness regarding agency services and domestic and sexual violence.
- Any other duties as assigned.

DESIRABLE QUALIFICATIONS: Education and experience dealing with domestic violence, sexual assault, child sexual abuse. Bachelor's degree in social work, human services, or related area is required. Prefer individual with working knowledge of criminal justice system and community resources. Individual should be self-motivated with the ability to work with little supervision, have good empathetic listening skills, oral and written communication skills and public speaking ability. Must take and pass first empathy/orientation training and CPR/First Aid training offered after hire date. Must have a valid driver's license and proof of insurance. Individual must also be willing to complete a Criminal Background check, Sex Offender Registry and CPS Registry Clearance prior to being hired. This position does not have any supervision responsibilities.

HOURS: 9:00 A. M. to 5:00 P. M., Monday-Friday and other hours as needed. Must be able to work at least one evening per week.

BENEFITS: Health, Life, and Disability Insurances.

This is an exempt status position.

EEO/ADA/AA Employer

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Staff Signature _____

Date _____