

POSITION DESCRIPTION
(Name of program)
Domestic Violence Victim Advocate

POSITION TITLE: (Program Name) Victim Advocate

EMPLOYMENT: (Full-time or part-time position)

POSITION SUMMARY: Under direction and supervision of (_____), performs a wide variety of duties involved in providing support and advocacy for the rights and protection of victims of domestic violence. Domestic Violence Victim Advocate is responsible for identifying individual victims' needs and will work together with other community resources to fulfill those needs which may include; shelter, crisis intervention, medical accompaniment, referrals, food, property return, general victim advocacy, and support. Domestic Violence Victim Advocate is responsible for assisting with the daily operations of domestic violence advocacy services and ensuring that all data and victim services documentation is appropriately maintained to ensure victim confidentiality.

SALARY: Competitive salary, depends on experience – this is a grant-funded position for three years. (Program) offers medical benefits with completion of the 90-day probationary period.

DUTIES AND RESPONSIBILITIES:

Victim Advocacy and Crisis Intervention

- Provide advocacy for survivors of domestic violence at the individual and system level;
- Assist victims of domestic violence when requested by law enforcement at crime scenes, hospitals, or other safe locations;
- Provide support, referrals, and information related to emergency needs, legal representation (if requested by the victim), crime victim's rights, and victim compensation information and applications;
- Complete client intake forms, document services, and provide referrals;
- At the victim's request and consent, work closely and interact with tribal law enforcement, criminal investigators, detectives, deputies, patrol officers, supervisors, service providers, other advocates, governmental agencies, and the general public, to ensure the victim's rights and needs are addressed;
- Provide back-up to/for volunteer advocates;
- Maintain good working relationships with other multijurisdictional agencies;
- Respond to cases of domestic violence during and/or after business hours for shifts not covered by volunteers;
- Plan for and/or provide cultural healing and support services;
- Accompany domestic violence victims, as requested, to court appearances related to restraining orders or other matters; and

- Offer emotional support information to the victim and any family members or friends who may be in need of assistance.

Community Education and Outreach

- Responsible for developing contacts and building liaison relationships within the community, that may also include the development of teams such as Coordinated Community Response and subsequent team coordination;
- Assist with presentations to schools, community groups, law enforcement and others interested in issues related to domestic violence and the provision of victim centered, culturally appropriate services;
- Develop educational and outreach materials including but not limited to brochures and one-sheets; and
- Attend and provide a table of information at community events or other programming as appropriate.

Additional Duties

- Responsible for recordkeeping to ensure proper submission of monthly, quarterly and annual reports related to victim services, statistics, volunteer hours and other services provided;
- Assist in the recruitment and training of new volunteers, update and maintain volunteer training manuals, volunteer coordination, and notification of volunteer in-service training classes; and
- Participate in the development and administration of programmatic goals, objectives, and applicable policies and procedures.

QUALIFICATIONS:

- Consent to and successfully complete a full background investigation, which includes a criminal history check and finger printing;
- Degree in social services or related field preferred;
- One-year minimum experience providing crisis intervention, victim advocacy, working with volunteers, and office assistance preferred;
- Ability to communicate effectively, both written and verbal required;
- Ability to maintain accurate and complete files and data collection documentation required;
- Ability to work independently with limited supervision required;
- English usage, spelling, grammar, and punctuation; and
- A valid driver's license and a working, insured vehicle required at the time of hire.

Knowledge of the following is desirable

- Operation, services, and activities of a victim advocacy program;
- Effective interviewing, listening, and crisis intervention skills;
- Community resources and the availability of those resources including traditional tribal healing resources;
- Policies and procedures for grant related record keeping;

- Principles and characteristics of victims of domestic violence;
- Modern office procedures, methods, and technological equipment;
- Federal, State, and tribal and local laws pertaining to domestic violence; and

NOTICE OF DRUG-FREE WORKPLACE REQUIREMENTS: The (Program) is required to implement the Drug-Free Workplace Act of 1988, 45 CFR, part 76, subpart F. As such, it is unlawful for employees to manufacture, distribute, dispense, process or use a controlled substance on the job site. Employees are randomly selected and may be subject to drug testing as a condition of employment. If selected for this position, you will be required to pass a drug test within the first 3 weeks of employment. After that, the random selection process begins.

TO BEGIN APPLICATION:

To apply for this position, submit a cover letter detailing your experience and desired salary, a resume, and a minimum of three professional references.

Deadline to apply is (date & time)