

RESIDENT ADVOCATE – PATHWAYS DV SHELTER

The Domestic Violence Victim/ Sexual Assault Advocate provides direct advocacy and other supportive services to survivors of domestic and sexual violence. Services are available 24/7 and include but are not limited to crisis intervention, emergency shelter, hospital response, information and referral, medical advocacy, legal advocacy, general support, and psychoeducational support groups. Each advocate will have individual survivors assigned to them making up the advocate's caseload. The client remains with the advocate throughout the provision of service victim/survivor. The advocate collaborates with community partners to ensure comprehensive and holistic services are available for survivors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with assigned domestic violence survivors to determine their service plan
- Answer/respond to the 24-hour Hotline as assigned. Rotate in availability during non-business hours on an on-call schedule
- Provide survivors the full-range of advocacy services based on individual client needs in an office and/or field environment
- Gather statistical information and enter it into the company database
- Attend and participate in staff meetings
- Provide Safety planning for domestic violence survivors, and as applicable to other clients
- Maintain appropriate client records of service
- Adhere to confidentiality standards and requirements
- Establish and maintain professional relationships with relevant professionals
- Adhere to mandatory reporting laws and company policies and procedures
- Assist and support clients in processing their experiences
- Maintain appropriate professional and ethical boundaries and standards
- Participate in trainings and conferences as assigned or required
- Maintain skills to serve survivors of sexual assault when needed
- Perform other duties as assigned

TYPICAL ACTIVITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Accompanying client to all criminal or civil depositions
- Facilitate or co-facilitate support groups as assigned.

- Ensure the adherence to victim rights for individual clients
- Explain criminal and civil legal proceedings and processes
- Assist in the completion and submission of requests for orders of protection
- Assist in the completion and submission of an application for crime victim compensation
- Assist client in accessing other services in the community as applicable
- Communication/intervention with individuals, entities, and organizations on behalf of the client as requested or needed

TRAINING AND QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A candidate must possess:

- A Bachelor's Degree preferred
- Experience in a domestic violence or sexual assault organization preferred
- A strong commitment to social justice
- Knowledge of all aspects of domestic sexual assault
- Excellent interpersonal, organization and communication (verbal and written)
- Basic computer literacy skills
- Ability and commitment to work appropriately and effectively with diverse populations
- The ability to travel in response to crisis calls, attend conferences, training, and other events as required
- A valid driver's license and current automobile insurance
- Must be able to pass a criminal background check
- Within 6 months of hire, employee must successfully complete:
 - 40 hour Core Advocacy Training certification
 - CPR/First Aid Certification

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