

**Embrace**  
**Domestic Violence Advocate (Rusk)**

*The Domestic Violence Advocate is responsible for providing a 24/7 crisis response to victims of domestic violence and their children. This includes providing supportive, direct services, advocacy and follow-up care; maintaining a home like environment for families in shelter; supporting children and parents in Shelter; community outreach and prevention education; prevention education to pre-kindergarten through 12<sup>th</sup> grade children and families; supervision of volunteers; collaboration with community agencies and other children's programs to promote victim safety and resource options. This position is supervised by the Domestic Violence Program Coordinator (Rusk).*

Minimum Education/Experience Requirements:

- BS/BA degree in Human Services field and/or equivalent life experience.
- Good understanding/demonstrated skills regarding domestic abuse and sexual assault.
- A good understanding of a confidential counseling advocacy relationship.
- Good communication (oral and written), organizational, and interpersonal skills.
- Ability to work independently and as a team.
- Ability to manage individual component with related grant requirements/reporting.
- Ability to define problems, create and present solutions to decision makers; ability to communicate clearly and professionally.
- Proficient in Word, Excel and Google tools.
- Ability to handle multiple tasks simultaneously.
- Dependable, strong work ethic.
- Have and maintain a safe driving record, car insurance, and valid driver's license.

Program Maintenance

Responsibilities include:

- Maintain a 24 hour hotline system that ensures callers have immediate access to needed services, referrals and safe shelter.
- Collaboration with community resources (e.g., law enforcement, court systems, social services, etc.) to ensure domestic violence service availability for victim/survivors.
- Active participation in groups and committees designed to address family violence services and delivery for the county.
- Network with other community resources and agencies to identify unmet needs for victims/survivors in the county and develop and/or enhance services/options available for victims.
- Foster relationships and maintain outreach strategies with rural communities for further program development.
- Maintain innovative services that address the special needs of victims from diverse and/or underserved populations.
- Maintain services for children witnessing DV and/or directly affected by abuse.
- Maintain a Safe Exchange/Visitation program for families at risk of continued violence related to custody and exchange.
- Implement and maintain an evaluation tool and process to assess effectiveness of service and compliance with program objectives; identify unmet/emerging needs and develop recommendations.

- Facilitate a court-ordered program for domestic violence victims who have also been charged with domestic violence to ensure healing, safety and support.
- Facilitate the course for assisting victims in dropping restraining orders and no contact orders.
- Create and facilitate a client advisory panel as needed, along with other methods of soliciting feedback to incorporate into policies, procedures and program development.
- Assist with grant documenting and reporting as needed.

### Advocacy

Responsibilities include:

- Conduct initial intake with domestic violence survivors/victims entering the Rusk County program and shelter.
- Provide non-judgmental, empathetic, supportive advocacy and crisis intervention for survivors/victims of domestic violence and their partners and families.
- Assist program participants in developing their Personal Plan that identifies the goals they are seeking to achieve and steps/timeline needed; meet with them on a regular basis to review their Personal Plan; provide assistance, referrals and resources that will assist them in achieving their goals.
- Provide crisis intervention, ongoing crisis support, services and domestic violence education to victims.
- Provide comprehensive follow-up contact and services for a minimum of six months or as needed.
- Provide weekly, and as needed, house meetings for shelter residents that helps support a positive shelter experience that includes personal affirmation, conflict resolution, resident shelter maintenance responsibilities and emotional support.
- Assist, support and offer one-on-one assistance to program participants through the legal, medical and social services systems.
- Facilitate contact with other agencies on behalf of participants; accompany participants to meetings and appointments as needed/requested.
- Provide and/or arrange for emergency transportation to shelter and other services as needed and as safety allows.
- Work closely with partner agencies as necessary to make certain that victims are receiving immediate, compassionate responses to their situation.
- Coordinate with other county advocates and Shelter staff to provide services to help work with children who are victims of sexual assault, sexual abuse or domestic violence.
- Collect, maintain and record program statistics to support grant objectives.

### Shelter and Program Management

Responsibilities include:

- Maintain security of the shelter by checking doors, windows and security cameras on an ongoing basis.
- Supervise volunteers on domestic violence and sexual assault service projects and work.
- Oversee and ensure Night Supervisor compliance with direct service procedures and policies.
- Act as a liaison between the Executive Director, Domestic Violence Program Coordinator (Rusk) and Crisis Advocates when crossover in schedules is not optimum.

- Assist Executive Director, Domestic Violence Program Coordinator (Rusk), and Lead Crisis Advocate in building Crisis Advocate Meeting Agendas.
- Assist in maintaining a list of needed food, supplies and goods for staff and community information; ensure adequate food and household supplies are available. Place food orders as needed.
- Report food statistics to appropriate agency monthly and on time (Feed My People).
- Assist with the receipt and recording of shelter donations in a courteous and timely manner.
- Assist in maintaining an efficient system that utilizes donated goods to sustain the quality and comfort of the shelter and to assist Embrace clients in achieving self-sufficiency.
- Assist in the development and implementation of a cleaning schedule, as needed, for the shelter common areas that involves residents and their children in basic upkeep; work in conjunction with other Embrace staff to ensure compliance that is supportive of residents and individual responsibilities.
- Create a monthly calendar of events for the shelter including group times, shelter events and community events.

### Education and Outreach

Responsibilities include:

- Provide information to community agencies addressing domestic violence services provided.
- Provide information about Embrace services to victims identified through law enforcement contact/police reports.
- Provide, facilitate and promote educational and supportive groups addressing the needs of domestic violence victims and the needs of children.
- Provide, facilitate and promote educational presentations to elders in the community including topics of abuse in later life and safety.
- Conduct trainings and informational presentations on family violence and sexual assault dynamics, impacts on children and issues with community agencies and schools to increase awareness.
- Facilitate age appropriate preventative educational presentations for school age children including topics such as family violence, child abuse, child neglect, sexual assault and sexual abuse.
- Maintain an ongoing schedule that provides information and community outreach about domestic violence awareness throughout the county using printed materials, media and educational events.
- Attend monthly meetings for TRIAD and I-Team.

### General

- Maintain a professional, confidential, non-judgmental relationship with all clients.
- Compensate for rural travel and geographic barriers by traveling to meet with clients in a confidential and safe location as needed and schedule availability allows (community centers, libraries, schools, etc.).
- Communicate and interact in a professional, cooperative manner with other staff and volunteers at the level necessary to ensure quality work between day and night shelter shifts and between tri-county locations.
- Attendance and participation is required at all staff and grant planning meetings.
- Maintain client files that ensure confidentiality.

- Complete tasks as assigned by the Executive Director and Domestic Violence Program Coordinator (Rusk) within the time frame established.
- Submit any proposed change in your work description to the Executive Director for prior approval.
- Submit a monthly report to your supervisor and the Executive Director by designated date to include service statistics, work activities, and discussion of any emerging needs.
- Participate in promoting the Embrace through community education and public relation efforts.

***With the knowledge that Embrace's mission is to serve people affected by abuse and with the knowledge that efficiently run programs are the best assurance of accomplishing this mission, Embrace expects all employees-when time and job responsibilities permit-to lend the necessary support to other programs or staff within the agency when a request is made or when the need to do so is apparent.***

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