

Job Description

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| Job Title: | Advocate | Job Category: | Advocate |
| Division: | Advocacy | Position Type: | Non-Exempt Varies |
| Supervisor: | Advocacy/Shelter Director | Level: | |

Job Description

Primary Responsibility:

Provides direct services to residents of 27-bed shelter for domestic violence victims and their children as well as providing advocacy to any community victims of domestic violence, sexual assault and general crime.

Additional Responsibilities:

- Provide initial crisis intervention services (in person or over crisis phone line) to victims including intake assessment interviews, conducting a risk assessment, and providing for the physical health, personal safety and emotional support for all crime victims.
- Provides personal advocacy for victims of crime (crisis intervention counseling, advocacy, information and referrals, safety planning and goal setting).
- Complete record keeping, case notes, data collection and other participant documentation.
- Provides on-going support and assistance to deal with the emotional, physical, social and financial problems suffered by crime victims.
- Assists victims in preparing and filing of Orders for Protection and Harassment Orders.
- Explains legal terms/proceedings to victims including sentencing guidelines, rules of evidence, victim's rights statutes, and filing for reparations and restitution.
- Assists victims in preparing victim impact statements and the requests for restitution forms.
- Prepares victims to participate in the court process, attends court with victims and conducts follow up with judges and court officials.
- Complies with mandatory client confidentiality and reporting criteria as defined by law and LCRC policies and procedures as applicable.
- Models and promotes positive, nurturing interactions between adults and children in shelter.
- Assists residents in locating transitional and/or permanent housing.
- Performs facility maintenance to ensure the ongoing cleanliness of apartments and common spaces, documenting needed repairs and maintaining shelter security
- Adhere to agency policies. Maintains professional boundaries with shelter residents.
- Performs clerical duties.
- Maintains client records and service reports as well as other agency reports in order to meet agency standards and requirements.
- Attends meetings as requested.
- Provides transportation for residents when necessary.
- Assists to achieve the organization's annual goals and objectives.
- Performs other duties as assigned.

Skills/Abilities:

- Excellent written and verbal communication skills; strong analytical, problem solving and organizational skills.
- PC proficiency in a Microsoft environment including use of all components of Microsoft Office as well as Internet proficiency.

Qualifications:

- BS/BA College Degree Preferred
- Experience working with domestic violence victims.
- Access to an automobile, clear DMV record, valid driver's license, and proof of current auto insurance.
- Certified or ability to become certified in adult/pediatric CPR, AED and first aid.
- Ability to complete 40-hour domestic violence training as mandated by the State of MN.