

Green Hills Women's Shelter

Job Description

Job Title: Specialized Victim Advocate

Salary Grade- Exempt
Range-(\$15.00-\$18.50)

Reports Directly to: Executive /Program Director Shelter and Client Services

General Description:

The Specialized Victim Advocate is responsible for providing advocacy, program services and support to domestic and sexual violence through all aspects of recovery whether personal, medical, legal or other areas; as well as coordinating with community partners including law enforcement, court personnel, medical professionals, or other employed by social service organizations, in addition to the general public, to increase awareness and promote prevention of domestic and sexual violence within the given catchment area.

Specific Responsibilities:

1. Accompanying victims to hearings within the criminal justice system, which are a result of domestic and sexual violence (ex parte, full order of protection, criminal proceedings, etc.); as well as possessing the knowledge to navigate within the criminal/civil system to provide information, resources, and advocacy for victims. This includes post-sentencing services and support.
2. Providing Intervention (emotional support, guidance, counseling, referrals to other resources) to victims and assisting in the determination of an immediate course of action to be taken in times of crisis.
3. Locating and contacting victims, building caregiver relationships, and enabling/encouraging them to discuss freely about personal and family matters with an advocate; as well as, gathering information necessary to assess eligibility for needed services within the community.
4. Possessing knowledge of local, professional counseling services if desired by the victim.
5. Possessing knowledge about domestic and sexual violence, the cycle of violence, power and control tendencies, boundary setting, establishing positive support systems, and how to seek and build healthy relationships; as well as, offering this type of training to victims through individual and/or group settings if desired by the victim.
6. Available to respond on-site to medical facilities, upon the survivor's request, to provide support and information. Provide follow up transportation for on-going medical needs caused by domestic/ sexual violence.
7. Transporting victims on an as needed basis to court, service appointment, relocation, or other needed instances.

Knowledge, Skills and Abilities:

1. Knowledge of social service theory methods, and practices.
2. Knowledge of case management techniques and practices.
3. Knowledge of crisis intervention techniques and practices.
4. Knowledge of purpose, goals, mission, policies, procedures, and resources of the agency.
5. Ability to establish and maintain collaborative and effective working relationships with community resources and organizations. Mobilize other potential resources to assist the survivor.
6. Knowledge of available community and agency resources as well as eligibility requirements, especially agencies located in the identified catchment area.
7. Ability to maintain client confidentiality and client files according to program policy, professional standards, Missouri state law, and Missouri Coalition Against Domestic and Sexual Violence (MCADSV) standards.