



Domestic Violence Advocate – OnTrack Partnership

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

POSITION SUMMARY: Provide support and advocacy to victims of domestic violence working with OnTrack and DHS Child Welfare. Participate in program development for partnership.

QUALIFICATIONS:

- Bachelor's degree in Social Work, Sociology, and Psychology, Women's Studies or related field or two years' relevant experience preferred.
- Minimum two years direct service work with people in crisis.
- Experience working with families.
- Driving is a requirement for this position.
- If you are required to drive a Community Works vehicle for your position: you must have a good driving record and a valid driver's license.
- If you are required to drive your personal vehicle for agency business more than 3 times an average month for your position: you must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Must successfully pass a Background and Abuse Check.

SKILLS AND ABILITIES:

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Must be culturally competent and sensitive.
- Strong written and verbal communication skills.
- Ability to work as part of a team and to communicate effectively with social service agency personnel, court staff, judges, and various social service professionals.
- Aptitude to develop extensive knowledge of the dynamics of domestic violence, the impact of batterers on families, and available community resources.
- Develop a functional understanding of the varied and complex justice and social service systems.
- Ability and willingness to interact positively with the public.
- Ability to handle confidential information with integrity. Ability to adhere to program/agency confidentiality requirements.
- Ability to maintain punctual, consistent attendance.
- Self-starter.
- Ability to organize and prioritize workload.
- Capable of establishing and maintaining open communication and positive working relationships with staff of programs and agencies that have missions which differ from our own.
- Exercise patience, understanding and compassion in dealing with survivors, their children, co-workers and community members.
- Ability to provide training to professionals and community members.
- Ability to use strengths-based empowerment skills when working with survivors and their children.
- Capacity to work collaboratively with others.
- Knowledgeable about the social and cultural characteristics of people.

ESSENTIAL FUNCTIONS: (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

1. Promote the Agency in a positive manner to fellow employees, to our volunteers, and to people in the community.
2. Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
3. Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
4. Maintain a positive, professional demeanor.
5. Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
6. Demonstrates flexibility and willingness to adjust responsibilities in response to unexpected changes in workload, emergencies, and/or staffing.
7. Maintain supportive, collaborative relationship with program partners.
8. Provide support, information, referral and advocacy to victims of domestic violence working with OnTrack and DHS Child Welfare.
9. Provide weekly educational group facilitation focused on domestic violence in the Child Welfare Partnership OnTrack Day Treatment Program.
10. Provide direct services to victims of domestic violence referred by OnTrack and DHS Child Welfare staff to help them meet their goals for immediate and long-term safety and self-sufficiency.
11. Provide advocacy to adult and youth survivors of domestic violence and assist in the development of individualized safety plans.
12. Provide information on Dunn House services and assist survivors and their children in getting to safe shelter.
13. Collaborate with other Victim Services advocates to provide services to victims of domestic violence.
14. Provide consultation and training for OnTrack and DHS Child Welfare staff regarding the dynamics of domestic violence, the potential impact on victims/survivors, and survivor safety issues as needed.
15. Attend OnTrack and DHS Child Welfare staff meetings as needed.
16. Serve as a resource for Victim Services staff on issues related to victim's involvement in OnTrack and DHS Child Welfare programs.
17. Provide case-specific and general consultation and training to OnTrack personnel for the purposes of policy development, program monitoring and promotion of safe and effective intervention with adult and youth victims of domestic violence.
18. Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
19. Demonstrates flexibility and willingness to adjust responsibilities in response to unexpected changes in workload, emergencies, and/or staffing.
20. Maintain supportive, collaborative relationship with program partners.
21. Serve on the Jackson County Council Against Domestic & Sexual Violence and other committees as appropriate.
22. Position may require transportation of clients.
23. Attend weekly Dunn House Outreach team meetings.
24. Attend monthly All-Staff (Victim Services) in-service meetings and quarterly agency meetings.
25. Collect and submit monthly statistics and assist with written progress reports.
26. Other duties as assigned.

Position Name: Domestic Violence Advocate – OnTrack Partnership

Department: Outreach, Victim Services

Supervisor: Program Manager

Revision Date:

FTE: 1.0 Exempt Non-Exempt

Position #: 1622KC

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.
Please include the position name and position number
in the subject line of your email and in your cover letter.

For open positions, check our website at www.community-works.org

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