



Community Family Drug Court Domestic Violence Advocate

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: To provide support and advocacy to victims of domestic violence as a team member of Jackson County's Community Family Court.

QUALIFICATIONS:

- Bachelor's Degree in Psychology, Women's Studies or related field or two years relevant experience preferred.
- Minimum one year direct service work with people in crisis.
- Public speaking experience.
- Experience working with families.
- 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 abusers 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, both in person and on the telephone.
- Ability to handle confidential information with integrity.
- 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 clients, co-workers and community partners.
- Ability to provide training to professionals and community members.
- Ability to establish a respectful relationship with clients to help them gain skills and confidence.
- Capacity to work collaboratively with others.
- Knowledgeable about drug/alcohol addiction and Child Welfare system.

ESSENTIAL FUNCTIONS:

- Promote the Agency in a positive manner to fellow employees, to our volunteers, and to people in the community.
- 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.
- Promote the agency in a positive manner to fellow staff and the community.
- Encourage teamwork through modeling and cooperative interaction with colleagues, community partners, and community members.
- Maintain a positive, professional demeanor.

RESPONSIBILITIES & DUTIES

1. Serve as a team member for Jackson County Community Family Drug Court and attend and participate in weekly case staffings and in weekly court sessions.
2. Serve as a resource for Advocacy Services staff on issues related to victim's involvement in the Criminal Justice and DHS systems.
3. Provide follow-up advocacy and safety planning to clients of Community Family Drug Court who are survivors of domestic violence and sexual assault.
4. Provide expertise to Community Family Court on domestic violence and sexual assault matters; share philosophical and practical information as it relates to cases involving abuse.
5. Provide training and education to social service/criminal justice agencies.
6. Provide information on Community Works services and assist survivors in getting to Dunn House and to work with other Advocates depending on their needs.
7. Utilize trauma informed approach when working with domestic violence and sexual assault victims/survivors.
8. Provide ongoing support and resource information to victims of domestic violence and stalking related to being a survivor and supporting healing of trauma, and assist in the development and implementation of safety plans.
9. Position may require transportation of clients.
10. Attend staff meetings as required.
11. Collect monthly statistics and assist with written progress reports.
12. Other duties as assigned.

Position Name: Community Family Drug Court Domestic Violence Advocate

Department: Community Advocacy Services, Advocacy Services

Supervisor: Program Manager

Revision Date: 11/14/2018

FTE: .25 10 hours per week Exempt Non-Exempt

Position #: 1501-541KC

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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