



## **Victim Advocate – Self-Sufficiency**

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 through the Department of Human Services.

### **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 required.
- Experience working with families required.
- 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, both in person and on the telephone.
- Ability to handle confidential information with integrity.
- Ability to maintain punctual, consistent attendance.
- Able to work independently with minimal supervision.
- 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 members.
- 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 the social and cultural characteristics of the service population.

**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. Provide direct services to DHS-referred victims of domestic violence and sexual assault to help them meet their goals for immediate and long-term safety and self-sufficiency.
6. Provide support, information, referral and advocacy to victims of domestic violence and sexual assault with the White City Branch and Medford Main Office of Self-Sufficiency Department of Human Services.
7. Provide consultation and training for DHS staff regarding the dynamics of DV and sexual assault, the potential impact on victims, and victim safety issues as needed.
8. Serve as a resource for Dunn House staff on issues related to victim's involvement in the DHS systems.
9. Conduct individualized safety planning sessions as desired by clients.
10. Provide case-specific and general consultation and training to DHS personnel for the purposes of policy development, program monitoring, and promotion of safe and effective intervention with victims of domestic violence.
11. Provide training and education to volunteers, community groups, and social service/criminal justice agencies.
12. Provide information on Dunn House services and assist victims in getting to safe shelter.
13. Provide ongoing support and resource information to victims of domestic violence and assist in the development and implementation of safety plans.
14. Serve on the Jackson County Council Against Domestic & Sexual Violence and other committees as appropriate.
15. Position may require transportation of clients.
16. Attend DHS staff meetings when requested.
17. Attend weekly outreach team meetings.
18. Attend monthly All-Staff (advocacy Services) in-service meetings and quarterly agency meetings.
19. Collect monthly statistics and assist with written progress reports.
20. Co-facilitate a youth group for those impacted by violence.
21. Other duties as assigned.

Position Name: Victim Advocate – Self-Sufficiency

Department: Outreach, Advocacy Services

Supervisor: Program Manager

Revision Date:

FTE: 1. FTE       Exempt     Non-Exempt

Position #: 2019 EM

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](http://www.community-works.org)

Community Works is an Equal Opportunity Employer

