

Job Description

Domestic Violence Advocate

Reports to:	Advocacy Manager
Department:	Domestic Violence Program
Supervises:	Not Applicable
Employment Status:	Part-Time
FLSA Status:	Non-Exempt

Position Summary

Servicing Lee and Whiteside counties, the Advocate (Domestic Violence) is responsible for providing on-site and remote counseling, crisis intervention, information and support to domestic violence survivors throughout civil and criminal justice proceedings. This position requires the use of independent judgement in all service-related responsibilities. S/he will maintain the highest degree of confidentiality associated with performing the duties of this function. The Advocate will also maintain, at all times, a commitment to quality client service on behalf of the YWCA Sauk Valley. The Advocate is not a lawyer or medical professional and does not provide legal or medical advice to clients.

Primary Job Responsibilities include, but are not limited to:

Administration

- Documents all client contact, advocacy, referrals, and community contacts as necessary and according to internal and external requirements including those of external donors and funders from initial contact to the final court decision;
- Serves as liaison to and on behalf of the client with law enforcement and court officials;
- Accompanies clients to meetings with law enforcement and court officials and to appropriate court proceedings;
- Maintains client confidentiality as defined in Illinois Domestic Violence Act;
- Works to fulfill funding requirements and participates in identifying goals and objectives for the upcoming year's funding applications.

Program Development & Implementation

- Some local and national travel may be required;
- Presents to community organizations to build community awareness and to provide education regarding domestic violence and the availability program services.

Direct Service

- Provides transportation and crisis intervention to adult clients and their dependent children requesting assistance;
- Provides individual and group counseling to victims of domestic violence regarding IDVA, legal remedies, crime compensation act, criminal sanctions, and other related areas;
- Identifies, explains, and clarifies options available to victims, including reporting to police and state's attorneys' offices;
- Assists clients in preparation for official law enforcement and court related proceedings;
- Provides clients with assistance and support for completion of emergency and follow-up orders of protection;
- Assists clients and provides emotional support when violations of orders of protection occur;
- Provides training to law enforcement agencies;

Supervisory

- There are no supervisory responsibilities currently associated with this function unless otherwise assigned by the Domestic Violence Program Manager.

Additional Duties and Responsibilities:

- Some local and national travel may be required;
- Establishes and maintains effective working relationships with local law enforcement and criminal justice officials;
- Develops and/or builds upon a list of potential client support agencies and partners;
- Advocates for criminal justice system policies and procedures that are supportive of the needs of domestic violence victims, Domestic Violence Act, and availability of program services;
- Successful completion of 60 hours of mandatory in-house domestic violence and crisis intervention training;
- Serves as a Mandated Reporter;
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree or equivalent formal training in criminal justice, human services and/or 3-5 years of experience in related field (preferably focused on sexual assault and/or domestic violence);
- Ability to assess levels of emotional distress and respond accordingly;
- Excellent organizational and computer skills;
- Knowledge of domestic violence best practices and survivors support strategies;
- Excellent oral and written communications skills;

- Demonstrated ability to establish and maintain effective working relationships both internally and externally;
- Availability to work some evenings and weekends;
- A working telephone;
- Access to reliable transportation;
- Ability to take initiative and work independently and as part of a team;
- A desire for continual personal and professional growth and development;
- Commitment to and support of the YWCA Mission.

Physical & Mental Demands:

The position requires sitting, standing, stooping, bending, walking, climbing, speaking and driving. The functions of this position are varied in nature and require the ability to make clear and concise decisions and to respond in an effective and appropriate manner during crisis.

The YWCA Sauk Valley provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any classification protected by federal, state, or local laws.

*YWCA of the Sauk Valley is dedicated to **eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.***

The information written in this job description indicates the general nature and level of the work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. While employed in this position, an employee may be required to perform other duties not listed in the description.

I acknowledge that I have read, understand and have received a copy of this Position Description:

Employee Signature

Date

Supervisor Signature

Date