

Safe+Sound Somerset

Position: Residential Domestic Violence Advocate

Reports to: Senior Residential Coordinator

Status: Per Diem

Performance Standards:

- Participates in domestic violence training and demonstrates an appropriate level of understanding consistent with job responsibilities.
- Demonstrates skills and competencies necessary to meet standards of the job responsibilities and functions.
- Performs all duties and demonstrates behaviors and attitudes consistent with the agency's mission and core values.
- Participates in building and maintaining positive & respectful working relationships through effective communication, performance improvement, evaluation and teamwork.
- Demonstrates cultural competence and provides services without bias.
- Be of good character and reputation; sufficient physical and mental health to satisfactorily perform job duties and maintain regular, punctual attendance.
- Accomplishes individual and team goals/objectives established by supervisor at onset of employment and/or based on prior performance evaluations.
- Works within agency safety and confidentiality policies and guidelines.
- Signed Confidentiality Statement required – agency will provide

Position Summary:

Domestic Violence Advocate provides empowerment-based advocacy to victims of domestic abuse and their families. Specifically, a Domestic Violence Advocate performs the following duties:

- Provides case management and psycho-educational based advocacy services to assigned clients. Case Management services include but are not limited to budgeting, parenting, referrals, employment and basic skills information.
- Provides advocacy services to assigned clients. Advocacy includes but is not limited to systems, financial, housing, employment and, social services.
- Provides hotline and shelter coverage as scheduled and needed.
- Maintains familiarity with community resources.
- Coordinates and/or provides transportation for residential clients.
- Maintains location safety, security and confidentiality.
- Develops and updates, on a weekly basis, client centered case management plans to include all case management and advocacy efforts.
- Provides crisis intervention and advocacy to hotline callers.
- Assesses the callers' needs and provides appropriate referrals.
- Spanish speaking staff participates in bilingual back-up rotation.
- Screens callers for appropriateness of agency services and schedules as necessary.
- Researches and develops new resources available for clients.
- Builds contacts and affiliations with outside social service agencies.
- Takes on independent projects to expand services available to clients (e.g., life skills workshops, resume writing, interview skills, etc.).
- Maintains up-to-date client files and documentations.

Required Minimum Education & Experience:

- Bachelor's Degrees in Social Work, Psychology, or related field.
- Two years of case management experience preferred.
- Bilingual (English/Spanish) a plus.

Prepared by: _____
Kathy Ciccotelli, January 3, 2017

Employee Signature: _____ -