

DOMESTIC ABUSE INTERVENTION CENTER

JOB DESCRIPTION

SKILLS & KNOWLEDGE ADVOCATE

REPORTS TO: Director

HOURS: Office hours (8:00 a.m. to 5:00 p.m., Monday – Friday). 20 hours per week

TRAINING AND SUPERVISION: Director

General Description:

The Skill & Knowledge Advocate is responsible to support client to increase self-reliance, self-confidence, independence and accountability by acquiring or enhancing skills necessary to live free from violence. The service involves modeling, instruction/teaching, or coaching the client on various topics of everyday living while building on the strengths and resources of the client. Skills and Knowledge services should emphasize the empowerment and ability of the participant to successfully in a community in the context of the person's safety, competency, and recovery from the effects of domestic violence.

Duties:

Skills and Knowledge sessions services

Maintain progress notes and treatment plan for individual

Reports to courts and other mandating agencies on participant progress by completing monthly reports, and program completion

Legal Advocacy

Crisis Intervention

Conduct Assessment

Community Navigation

Help with the 24 hour Crisis Intervention done by volunteers and staff

Completion of all required documentation and paperwork in a timely manner

Ongoing professional development including keeping abreast of recent trends and developments of domestic violence, Skills & Knowledge Sessions and Community Navigation as they pertain to the clients served by Domestic Abuse Intervention Center, by reading and attending seminars and trainings.

QUALIFICATIONS:

- High School diploma/GED plus one (year experience working with Domestic Violence population, of a BA in Human Services Related field.
Staff must receive 20 hours of relevant training annually. Combined with appropriate experience, training in related field.

- Ability to perform work activities requiring effective listening, negotiating, instruction and/or speaking with others.
 - Ability to relate to coworkers, peers, residents and others in a positive and professional manner
 - Ability to communicate effectively verbally and in writing
 - Knowledge of community resources
 - Bilingual in Spanish/English preferred
 - Non-judgmental with demonstrated ability to maintain health boundaries with client and staff.
 - Knowledge about domestic violence issues
 - Must complete CYFD Background Clearance prior to Employment.
 - Must have a valid driver's license and transportation
 - Must attend victims Advocate
- Other duties as requested/required

Signature

Date

Director

Date

