

DOMESTIC ABUSE INTERVENTION CENTER

JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT / VICTIM ADVOCATE

Revised 5/2023

REPORTS TO: Director

HOURS: PART TIME

General Description:

The victim advocate is responsible for providing victim advocate services to survivors of domestic violence in Sierra County. These services include but are not limited to court advocacy, crisis intervention and active listening, education on the cycle of domestic violence, referral to legal services and other community services, and transportation of survivors.

Duties:

- Proficiency in Microsoft office suite and quick books.
- Advises Director of any issues to ensure excellent customer services.
- Responsible for making deposits, paying bills.
- Prepares and coordinate, mail, faxes, packages.
- Checks mail (PO Box) on Monday, Wednesday, Friday.
- Makes purchase of office supplies, phone cards, gas cards, cleaning supplies, etc.
- Attend meetings to prepare meeting minutes and action items, and takes notes.
- Assists in production of time sheets, checks for accuracy.
- Assists in all aspects of payroll (calling the accountant with hours bi-weekly, contacting board members to come to the office to sign checks, etc)
- Filing assistances and shredding of old documents.
- Maintains client files and abides by DAIC confidentially standards.
- Provides backup victim advocate services.
 - Conduct intakes with clients to asses need for services
 - Assist survivors through the court process
 - Transport/arrange for transportation of survivors to court and other appointment as needed, as time allows
 - Provides crisis intervention services for survivors of domestic violence.
 - Coordinate referrals to legal services and other resources.
 - Helping with 24-hour crisis intervention line done by volunteers and staff
- Other duties as required or assigned

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Qualifications:

- High School diploma / GED
- Appropriate experience/training in related field.
- Must have experience with customer service.
- Ability to maintain healthy boundaries with client and staff.
- Must complete CYFD Background Clearance prior to Employment.
- Must have a valid driver's license and vehicle insurance.
- Must attend victims Advocate training
 - 40 hour core advocacy training.
 - 20 hours domestic violence related training yearly.

Signature

Date

Director

Date