

DOMESTIC ABUSE INTERVENTION CENTER  
JOB DESCRIPTION  
Rev. 5-13-2024

JOB TITLE: Victim Advocate/ Community Outreach Staff  
REPORTS TO: Director  
HOURS: 40 Hours/ week  
SALARY:

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 service and other community services and transportation of survivors to and from court and other schedule appointments when possible. The Victims Advocate will also be responsible for coordination services with other organizations on behalf of survivors of domestic violence and stalking, as well as assisting with rotating 24/7 crisis phone/response after hours. Victim Advocate is a full-time position.

Duties:

- Conduct intakes with clients to assess eligibility and need for services.
- Provide crisis intervention services for survivors of domestic violence and stalking.
- Assist survivors through the court process.
- Assist survivors with referrals made by courts.
- Transport/ arrange for transportation of survivors to shelters, court and other appointment as needed, as time allows.
- Assisting survivors in seeking and obtaining services from other agencies, including crime victim compensation and victims' rights.
- Coordinate referrals to legal services.
- Maintain client files
- Maintain all documentation as required by DAIC and project funding source.
- Participate in weekly supervision, staff meeting, in-services training and other training as required.
- Maintain regular contacts with other providers of service to victims to assure efficient and effective service delivery.
- Helping with 24-hour crisis intervention done by volunteers and staff.
- Help with the initial crisis volunteer training and recruit volunteers.
- Schedules appointments with appropriate advocate.
- Help with legal advocacy as needed.
- Strictly abide by confidential required by DAIC.
- Informing the public through presentation, information booths and attendance of public functions about domestic violence and services offered by DAIC to the survivor/witness, child survivor/witness and perpetrators. Provide information about domestic violence issues and services to clients. Maintain organizations website and Facebook page.

Qualifications:

- Must be responsible, reliable, professional, and punctual, and flexible.
- High school diploma/GED, two years' experience in domestic violence related filed.

- Must receive 40 hours of initial training
- Be knowledgeable in availability of community services and resources to provide client services
- Non-judgmental with demonstrated ability to maintain healthy boundaries with client and staff
- Excellent communication skills, bilingual English/ Spanish a plus
- Strong verbal and written communication skills
- Must be able to work with a broad diversity of professionals
- Staff must receive 20 hours of relevant training annually
- Must satisfactory complete CYFD/ CVRC clearance prior to employment
- Must have valid driver's license and transportation
- Must attend Victim Advocate Training; Other duties as requested/ required.