

DOMESTIC ABUSE INTERVENTION CENTER (D.A.I.C.)  
JOB DESCRIPTION: VICTIM ADVOCATE (CSC)

REPORTS TO: Executive Director

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 limit 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 to and from court and other schedule appointments when possible. The Victim Advocate will also be responsible for coordinating 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 full-time position.

DUTIES:

1. Conduct intakes with clients to asses' eligibility and need for services
2. Provide crisis intervention services for survivors of domestic violence and stalking.
3. Assist survivors through the court process.
4. Assist survivors with referrals made by courts.
5. Transport / arrange for transportation of survivors to court and other appointments as needed, as time allows.
6. Assist survivors in seeking and obtaining services from other agencies, including crime victim compensation and victims' rights.
7. Coordinate referrals to legal services.
8. Maintain client files.
9. Maintain all documentation as required by DAIC and the project funding source.
10. Participate in weekly supervision, staff meeting, in-services training and other training as required.
11. Maintain regular contacts with other providers of service to victims to assure efficient and effective service delivery.
12. Helping with 24 hours Crisis Intervention done by volunteers and staff.
13. Help with the initial crisis volunteer training and recruit volunteers.
14. Help with monthly in-service training for volunteers
15. Schedules appointments with appropriate advocate.
16. Copies/assemblies information packets given to victims by law enforcement and DIAC staff and Crisis volunteers at the first meeting or crisis intervention.
17. Help with legal advocacy as needed.
18. Other duties as deemed necessary to support victims and Domestic Abuse Intervention Center.

QUALIFICATIONS:

High School Diploma/GED, two years of experience in domestic violence or related field;  
Be knowledge in availability of community services and resources to provide clients services;  
Excellent communication skills, bilingual English/Spanish a plus;  
Must satisfactory complete CYFD/CVRC clearance prior to employment;  
Must have valid driver's license;  
Must attend Victims Advocate Training with CVRC; See Grant for more detail information  
Other duties as requested/required



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Signature

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Date

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D.A.I.C. Executive Director

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Date

