Job Description – Domestic Violence and Sexual Assault Advocate

Jo Daviess/Carroll County

Hired by: Executive Director

Reports to: Illinois Program Director

Classification: Exempt

# General Role Description

Primary responsibility for providing advocacy to victim/survivors of domestic abuse and sexual assault.

# DUTIES AND RESPONSIBILITIES

Full Time Advocate shall:

* Understand and accept the policies and principles of the Riverview Center.
* Provide advocacy on behalf of the victim(s) of domestic abuse inclusive of:
  + assist victims in completing, filing, etc. court documents for an order of protection
  + inform victims and witnesses of the progress of their cases
  + prepare both victims and witnesses for court and/or accompany them to court to provide emotional support
  + provide victims with appropriate referrals in accordance with individual needs
  + serve as a liaison between victims, State’s Attorney’s Office, police, Criminal Justice personnel, etc.
  + attend any court proceedings related to victims of domestic violence and inform the victims of the status of the cases
  + perform follow-up services to ensure that the court order is working on victim’s behalf
  + case management services - assistance with identifying community supports to meet medical, economic, child care, substance abuse and other needs
  + employment and education assistance, including job skills training
  + accompaniment to medical, economic, and other community appointments
  + offer financial management, life skills, conflict resolution, and parental skills classes and/or support
  + support groups
  + other Advocacy such as DCFS, parent or teacher advocacy
  + assist clients with safety planning
  + provide access/referrals to safe housing options
  + offer & provide off-site services, transportation of clients (domestic violence victims), and/or transportation assistance to ensure meaningful access to services
* Provide advocacy on behalf of victim(s) of sexual assault inclusive of:
  + Legal Advocacy within the Criminal Justice System such as: advocacy with the crime victim compensation program, civil court advocacy (e.g. divorce/custody/visitation advocacy), criminal court advocacy (e.g. accompaniment to criminal justice offices and court), notification of criminal justice proceedings, assistance with emergency legal assistance with orders of protection, referrals to attorneys for civil court cases and projects devoted to restitution advocacy, to receive services, or participation in the criminal justice system.
  + Medical and Health Advocacy such as: accompaniment to hospitals for medical exams, follow up medical care, and other medical procedures/care.
  + Other Advocacy with other services providers, creditors, housing programs and employers; includes child protection/welfare advocacy and children’s service advocacy.
  + Individual and group counseling, crisis counseling and intervention, facilitate peer support groups, safety planning, emotional support, and referrals to trauma-informed sexual assault therapists.
  + Determine the appropriateness of clients for the agency’s services and make referrals when their service needs are beyond the scope of the organization’s expertise.
  + Case Management services, coordination of follow-up services and individual support such as: assistance with immigration advocacy, interpretive services, assistance with boarding up broken windows or/and replacing locks, financial planning, and information/referrals to job training and employment services, literacy services, parenting and education services, TANF programs, immigration matters, and/or domestic violence programs and/or shelters
* Prepare and implement county wide trainings for law enforcement officers and criminal justice personnel
* Meet and contact law enforcement and criminal justice personnel on a quarterly basis
* Stays updated on legislative issues within the County, State if Illinois, and federal government.
* Provide direct and indirect service to victims of domestic violence and sexual assault, such as:
  + answer 24-hour crisis line
  + provide crisis counseling and general advocacy to empower and enable victims of domestic violence and sexual assault gain safety and stability
  + participate in rotating on-call 24-hour response
  + document all services provided and contacts made in accordance with program policy
  + accompany victim to police departments, court, appointments with attorneys, or agencies, etc.
  + network with other agencies to improve response and service delivery to victims of domestic violence and sexual assault
* Complete goals and objectives outlined in grant applications and contracts
* Perform other duties as may be assigned by the Executive Director and Illinois Program Director

**General Duties and Responsibilities:**

1. Provides the supervisor with timely monthly reports
2. Attends all agency staff meetings and individual supervision meetings; prepare appropriately.
3. Ability to handle sensitive and confidential information.
4. Ability to work flexible hours.
5. Attain knowledge and awareness of, and, abide by Riverview Center employee handbook
6. Attend educational seminars to increase professional development in the areas of domestic violence, and advocacy.
7. Must have valid driver’s license and insured transportation.
8. Support agency and center fundraising and awareness activities.
9. Perform all other duties may be assigned by Executive Director or Illinois Program Director, keeping with the purpose of Riverview Center.

### Knowledge Required

* Bachelor's Degree in Psychology, Social Work, Sociology or Criminal Justice required.
* Ability to work a flexible schedule, with some evenings/weekend work and on call time as well, in order to respond to reasonable to the needs of each case/client.
* Knowledge of domestic violence and/or sexual assault issues and of the criminal justice system.
* Completion of 40-hour training in domestic violence and 40-hour training in sexual assault to meet legal requirements for confidentiality.
* IDVP Certified, within one year of hire
* Able to deal with crisis situations and to deal sensitively with victims of domestic abuse & significant others.
* Commitment to and understanding of issue surrounding domestic abuse and how it impacts the lives of the victims and, impact on other social problems.
* Good interpersonal and communication skills; Typing and computer skills necessary.
* Must have valid driver’s license and insured transportation.

Commitment to the philosophy and program of Riverview Center, which includes a commitment to impacting domestic violence and sexual assault/abuse, sharing in the belief in helping create a society free from violence, and in working in a cooperative environment.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the job description of the **Advocate** and understood the responsibilities of this position.

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#### Signature of Employee Signature of Executive Director

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##### Date Date