



**Domestic Violence and Sexual Assault Advocate  
Jo Daviess and/or Carroll County  
Hired by: Executive Director  
Reports to: Illinois Program Director  
Exempt Position**

**General Role Description** - Primary responsibility for providing advocacy to survivors of domestic violence and sexual assault.

**Duties and Responsibilities:**

Provide advocacy for domestic violence survivors inclusive of:

- assist survivors in completing, filing, etc. court documents for an order of protection
- prepare both survivors and witnesses for court and/or accompany them to court to provide emotional support
- provide survivors with appropriate referrals in accordance with individual needs
- serve as a liaison between survivors, State's Attorney's Office, police, Criminal Justice personnel, etc. attend any court proceedings related to survivors of domestic violence and inform the survivors of the status of the cases
- perform follow-up services to ensure that the court order is working on survivor'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 groups
- assist clients with safety planning; provide access/referrals to safe housing options
- offer & provide off-site services, transportation of clients (domestic violence survivors), and/or transportation assistance to ensure meaningful access to services

Provide advocacy for sexual assault survivors inclusive of:

- Legal Advocacy within the Criminal Justice System such as: advocacy with the crime survivor 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
- Stays updated on legislative issues within the County, State of Illinois, and federal government.
- Provide direct and indirect service to survivors of domestic violence and sexual assault, such as: answer 24-hour crisis line; provide crisis counseling and general advocacy to empower and enable survivors 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 survivor to police departments, court, appointments with attorneys, or agencies, etc.
- network with other agencies to improve response and service delivery to survivors of domestic violence and sexual assault

**General Requirements:**

- Bachelor's Degree in Psychology, Social Work, Sociology or Criminal Justice preferred.
- 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.

Salary Range \$43,888 to \$45,500

Excellent benefits including health, dental and vision insurance; paid life insurance and STD; voluntary options for disability, critical illness and accident; IRA with employer matching; flex spending options; employee assistance program; PTO, Floating Holidays and Paid Holidays

Please send a resume and cover letter to:

Amy Larsen, HR Director

[amyl@riverviewcenter.org](mailto:amyl@riverviewcenter.org)

100 E Park Ave

Waterloo, IA 50703

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