

Sacred Heart Center
Family Violence Advocate

Summary of the Position

The Advocate provides services to victims of domestic violence, sexual assault, human trafficking, dating violence and stalking as prescribed by the shelter's mission statement and handbook.

Accountability

Family Violence Programs Services Director

Qualifications

- Must be at least 21 years old.
- Must pass criminal background checks and pre-employment drug testing.
- High school diploma or GED.
- Must work well with person of varied of sexual preference, racial, ethnic, cultural, socioeconomic backgrounds, and with individuals who are differently-abled.
- Previous work experience working with Domestic Violence/ Sexual Assault victims preferred
- Must have valid driver's license.

Responsibilities

1. Attends work (on time and views attendance as an essential function of employment)
2. Participate in program activities, staff meetings, coalition meetings and trainings regularly as directed by supervisor.
3. Maintain personnel and client confidentiality.
4. Providing a protective and caring environment for women and children at the shelter.
5. Networking with making referrals to appropriate agencies.
6. Advocacy for women including the following areas:
 - a. Civil and criminal justice proceedings
 - b. Safety and medical issues
 - c. Income maintenance and job services
 - d. Housing and other social services
7. Provide appropriate follow-up and documentation of emergency incidents or non-compliance of rules.
8. Admitting and interviewing clients, which include completing the initial intake form.
9. Answering telephones and handling the crisis line in a supportive manner.
10. Dealing with crisis situations.
11. Assisting residents in identifying their options and listening in a non-judgmental (no advice giving) manner.
12. Maintaining resident files, record keeping and assisting with statistical information for monthly reports.
13. Attending all mandatory staff meetings and various coalition meetings as directed by the director.
14. Transporting residents and their children as directed.
15. Communication and record keeping skills.
16. Performs all other duties as assigned.

Physical Demand

- Ability to lift 25 lbs.

The above list of primary responsibilities is not intended to be exhaustive; Sacred Heart Center reserves the right to revise this job description as needed to comply with actual job requirements.