

Job Announcement



Title: Domestic Violence Advocate
 Department: Mental Health
 Status: Full-Time
 Location: Hilo

POSITION SUMMARY	
Provide support, advocacy, referral, and assistance to survivors of domestic violence, sexual assault, and commercial sex exploitation. This position is responsible for crisis intervention, safety planning, outreach and education, planning and facilitating weekly support group sessions for survivors. The Advocate works collaboratively with other domestic violence/sexual assault agencies to ensure seamless response to survivors’ needs.	
POSITION QUALIFICATIONS	
Minimum Education	Bachelor’s degree in human services, social work, or related field.
Preferred Education/Experience	2+ years of relevant work experience in DV or other related field. Experience in trauma support, crisis intervention, safety planning, and support group facilitation.
Required Certification/Registration	Basic Life Support: CPR/AED/First Aid every 2 years, TB and medical clearance annually, Valid Hawaii State Driver’s License,
Specific Competencies	Refer to attached Performance Standards/Indicators. Participates and maintains competencies/skills required for the positions.
Equipment Used	Agency assigned computer with a variety of software applications, fax machine, Xerox machine, printer, cellular phone, multi-line telephone.
Working Environment	Indoors, well-ventilated or air-conditioned office, with physical efforts required. Exposure to infectious disease is a moderate risk. Verbal/physical assault is a minimal risk. The noise level in the environment is usually moderate.
Physical Requirements	<ol style="list-style-type: none"> 1. See attached “Expected Physical Activities” 2. Be able to communicate effectively, both verbally and in writing; 3. Listening skills necessary to effectively respond to team members; 4. Occasionally presenting before a group.

RESPONSIBILITIES

1. Provide trauma-informed direct services to victims of domestic abuse including support, advocacy, crisis intervention, safety planning, information and referrals on the helpline
2. Conduct domestic violence and sexual assault community outreach and education
3. Provide support, advocacy, referral, and case management services to domestic violence/sexual assault survivors
4. Work with survivors to create, implement, monitor, and update individual safety plan
5. Assist survivors in emergency situations to obtain shelter, financial assistance, and other basic needs
6. Recruit participants and work with program staff to facilitate weekly support group sessions.
7. Maintain accurate files, progress notes, data entry, submit timely monthly reports and paperwork to meet contract requirements.
8. Assist clients with obtaining legal assistance; interface with legal providers to guide victims through multiple systems.
9. Assist survivors with accessing other services (job training, counseling, housing, medical services, etc.); set up appointments and provide transportation to and from appointments.
10. Network with other providers to help survivors access community resources.
11. Take appropriate steps to deal with emergency situations with the goal of maintaining the safety of all clients.
12. Know and understand all community resources to make appropriate referrals.
13. Provide follow-up services to clients as needed.
14. All other duties as assigned.

REQUIREMENTS

15. Demonstrates initiative, sound judgment and advanced supervisory skills.
16. Demonstrated commitment to valuing diversity and contributing to an inclusive working environment
17. Demonstrated respect for others' experiences, opinions, language, values, culture, and knowledge

18. Demonstrates the ability to work with, communicate, and supervise culturally diverse populations
19. Demonstrate superior writing and oral communication skills in English
20. Demonstrate an understanding of organizational and management skills and a working knowledge of the functions and operations of a human service non-profit agency
21. Demonstrates strong work and professional ethics
22. Knowledge and experience in the Federal Confidentiality Laws and HIPAA laws and requirements
23. Adheres and enforces agency policies and procedures as well as policies, regulations and organizational rules outlined in the Employee Handbook
24. Ability to navigate and handle complicated situations
25. Desire to empower families from diverse cultures and backgrounds and to work with multi-ethnic survivors
26. Demonstrated knowledge of contributing factors to gender-based violence among survivors and best practices in addressing their needs to bring about equitable outcomes
27. Ability to Identify and understand the broader context of a situation
28. Demonstrated ability in exercising good judgement and taking initiative
29. Ability to navigate and enter data into an Electronic Health Record is an essential and required duty for this position
30. Demonstrated organizational and outreach skills
31. Available for some evening and weekend hours