

Job Description

TITLE: Domestic Violence/Sexual Violence Advocate

QUALIFICATIONS:

Minimum Requirements

1. Bachelor's degree in education, public information, community development or human service field or related experience.
2. General understanding of dynamics and prevention of sexual violence, domestic violence and stalking.
3. One year experience and/or training at a domestic violence shelter and/or rape crisis response and/or domestic violence/sexual violence crisis center.
4. Ability to communicate orally and in writing.
5. Ability to problem-solve.
6. Meet CJIS background qualifications.

Preferred

1. Training &/or experience in crisis intervention
1. Familiarity with community & its resources
3. Experience with volunteer programs
4. One year experience with public speaking.
5. CDSVRP

IMMEDIATE SUPERVISOR: Executive Director

GENERAL DESCRIPTION: *The Domestic Violence/Sexual Violence Advocate is responsible for providing crisis intervention, advocacy, supportive services for victims of domestic violence and/or sexual violence. In addition DVSV Advocate is responsible for coordinating law enforcement agencies and social service agencies that provide services to victims of domestic violence, sexual violence and stalking.*

RESPONSIBILITIES:

Community Relations

1. Develop and maintain contacts with other agencies.
2. Network with professionals for effective coordination of service delivery to victims/survivors of domestic violence and/or sexual violence and stalking.
3. Attend CCSART and CCCCRT. Co-chair CCCCRT high risk team sub-committee.
4. Represent the Women's Resource Center as necessary.
5. Outreach to LGBTQ community and other community partners.

Direct Services

1. Answer crisis calls.
2. Provide information & referral, crisis intervention, & counseling information as appropriate on the phone, face-to-face and e-mail at the police department, court house, other locations as needed.
3. Coordinate services needed to reduce trauma and reduce re-victimization
4. Maintain client records
5. Participate in meetings as required by supervisor.

General Duties

1. Maintain office and follow office procedures specific to the police department.
2. Collect data and submit reports specific to grant requirements and the Office of the Attorney General.
3. Follow all Policies and Procedures of the Women's Resource Center, Inc.
4. Meet requirements as set out by Standard and Criteria of the Oklahoma Office of the Attorney General
5. Perform other duties as required

SALARY RANGE:

\$28,000-\$35,000 (1 FTE)

NONEXEMPT