

ON A MISSION

to eliminate racism, empower women,
and promote peace, justice, freedom, and dignity for all.

ADVOCATE: Oneida County

The Advocate will provide crisis intervention and supportive counseling to victims and survivors of domestic and sexual violence.

Essential Duties and Responsibilities

- Support victims and survivors in decision making by providing correct information and available options regarding advocacy and accompaniment, as well as information and referrals.
- Advocate for and/or accompany victims and survivors as they navigate court, law enforcement, medical, and social services systems.
- Advocate that the rights of the survivor of domestic and sexual violence are being met.
- Gather information and data pertaining to victims and survivors of domestic and sexual violence.
- Inform victims and survivors of all YWCA MV crisis services and programming, including shelter, groups, counseling, 24-hour hotlines, and more.
- Follow up with victims and survivors after court hearings, police intervention, and hospital accompaniment and inform on status of case.
- Assist victims and survivors with crime victim compensation application and follow up.
- Maintain current information on laws, policies, and procedures regarding domestic and sexual violence.
- Maintain positive working relationships with community agencies, courts, law enforcement, and medical professionals.
- Make child abuse mandated reports to registry as appropriate.
- All other duties as assigned.
- Available “on call” weeknights and weekends as scheduled.

DEPARTMENT

Crisis Services

REPORTS TO

Senior Director of Crisis Services

Position Specifications:

Education

- Associate degree in human services, criminal justice, social work, or related field preferred OR
- Two years’ experience in the field of domestic and sexual violence

Required Specialized and Technical Knowledge

- Acceptance and support of the mission of YWCA Mohawk Valley
- Ability to interact with staff, residents, and agencies while maintaining confidentiality
- Well organized and flexible
- Strong written and verbal communication skills
- Ability to work independently with little or no supervision
- Ability to work with and interact with diverse populations
- Must have reliable transportation and the ability to travel
- Knowledge of Microsoft computer software

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Expectation for All Employees

- Support the organization's mission, vision, and values by exhibiting the following:
 - Integrity
 - Respect
 - Commitment
 - Compassion
 - Credibility
 - Expertise
 - Teamwork

Physical Requirements

- Equipment Used
 - Computer, fax machine, adding machine, telephone, voicemail, copy machine
 - Must hold valid driver's license and insurance, and be able to travel as necessary
- Physical Activities
 - Climbing, balancing, stooping, kneeling, crouching, walking, grasping, talking, hearing
- Physical Demands
 - Sedentary work exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects
- Visual Acuity Required
 - Heavy acuity is required in this position
- Work Conditions
 - There is no substantial exposure to adverse environmental conditions with the exception of weather-related travel conditions.

Employee Signature

Date

CEO Signature

Date