

Job Title: Assistant Director Court Advocacy
Grade: 7
Date: February 2019
Department: Crisis Services
Reports To: Senior Director Non-Residential Crisis Services

The YWCA Mohawk Valley is dedicated to its mission of eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Job Summary:

Provide crisis intervention; supportive counseling; to victims/survivors of domestic and sexual violence. Assist in supervising non-residential crisis services domestic violence programs and on-call sexual violence programs. Development of staff and assuring the delivery of quality services.

Essential Duties and Responsibilities:

- Train, monitor and supervise staff that work in the programs with:
 - Sexual Violence and Domestic Violence
 - Crisis Service Intervention
 - Advocacy and accompaniment in police stations, courthouses, department of social services and medical facilities
 - Counseling
- Assists in identifying staff needs according to regulations, contracts and analysis of needs.
- Coordinate and facilitate monthly meetings and monitor the progress of the Domestic Violence High Risk Team.
- Coordinate and maintain quarterly meetings for the Oneida County Domestic Violence/Sexual Violence Coalition.
- Assists in assigning and delegating functions as needed.
- Assists in assessing staff performance on a regular basis.
- Assures and maintains staff adherence to policies and procedures.
- Support victims/survivors in decision-making by providing correct information and available options regarding information and referrals; court, law enforcement, medical and social services advocacy/accompaniment.
- Advocating that the rights of the victims/survivors of domestic and sexual violence are being met.
- Gather information and data pertaining to victims/survivors of domestic and sexual violence.
- Advocate/accompany victims/survivors as they navigate court, law enforcement, medical and social services systems.
- Inform victims/survivors of all Crisis Services programming including shelter, groups, counseling and 24-hour hotline.
- Follow up with victims/survivors through court hearings; police intervention and hospital accompaniment and status of case.
- Assist victims/survivors - file crime victim's compensation application/follow up.
- Maintain current information on laws; policy 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" week nights and weekends as scheduled.

Position Specifications:

Education:

- Bachelors' degree in human services; criminal justice; social work or related field or Associates' degree in human services; criminal justice; social work or related field preferred and 2 years-experience in the field of domestic and sexual violence.

Required, Specialized, or Technical Knowledge:

- Acceptance and support of mission of the YWCA
- Ability to interact with diverse populations
- Ability maintain confidentiality
- Ability to work as a team member
- Ability to work independently with little or no supervision
- Ability to travel
- Excellent interpersonal and coaching skills.
- Demonstrated ability to lead, serve on management team and interact effectively
- Ability to be on-call/flexible schedule

Expectation for all Employees:

Supports the organizations mission, vision and values by exhibiting the following:

- ⇒ Integrity
- ⇒ Respect
- ⇒ Commitment
- ⇒ Compassion
- ⇒ Credibility
- ⇒ Expertise
- ⇒ Teamwork

Equipment Used:

- Computer, fax, adding machine, telephone, voice mail, copier. Must hold a 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