

Job Title: Advocate
Grade: 4
Date: February 2018
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 and supportive counseling to victims/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 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 victims 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" weeknights and weekends as scheduled.

Position Specifications:

Education:

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

Required, Specialized, or Technical Knowledge:

- Acceptance and support of the YWCA Mission
- Ability to interact with staff, residents and/or 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.

Expectation for all Employees:

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

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

Physical Requirements:

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