

**Job Title:** Victim Advocate  
**Grade:** 4  
**Date:** February 2019  
**Department:** Crisis Services  
**Reports To:** Senior Director Non-Residential Crisis Services

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

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### **Job Summary:**

Provide crisis intervention and supportive counseling to victims/survivors of domestic and sexual violence.

### **Essential Duties and Responsibilities:**

- 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 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" week nights 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.

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Employee Signature

\_\_\_\_\_  
Date

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CEO Signature

\_\_\_\_\_  
Date