

SHELTER FOR ABUSED WOMEN & CHILDREN JOB DESCRIPTION

Title:	Outreach Advocate Women of Means
Reports to:	Outreach Manager
Status:	Full-time, Non-exempt
Description:	Provide support, counseling, and personal advocacy to victims of domestic violence
Requirements & Skills:	Bachelor's Degree required, Master's Degree preferred Experience in domestic violence intervention and prevention preferred Experience with trauma focused care Experience with public speaking Intermediate computer skills Culturally aware Ability to advocate on behalf of victims Ability to perform calmly in crisis situations Training and experience in crisis intervention counseling preferred Successful completion of Core Competency course Successful completion of first aid and CPR class Valid Florida driver's license
Duties:	<i>General Duties:</i> <ul style="list-style-type: none">* Assess client needs* Assess lethality of victim's situation* Assist client with development of safety plan* Provide service management* Maintain and report statistical measurements as required* Maintain documentation as required* Maintain knowledge of community resources and refer/advocate as necessary* Maintain current knowledge of domestic violence* Demonstrate an understanding of prevention principles and implement prevention activities* Other duties and tasks as assigned by Manager <i>Individual Counseling/Support Group Facilitation:</i> <ul style="list-style-type: none">* Provide individual counseling, crisis intervention, emotional support, guidance* Facilitate support groups and group activities <i>Emergency Legal Advocacy/Criminal Justice Support:</i> <ul style="list-style-type: none">* Emergency legal advocacy, criminal justice support; assistance with restraining orders, injunctions, and other protective orders* Assistance with petitions such as elder abuse and child abuse* Advocacy for victims at any stage of the criminal justice process* Post sentencing services and support.* Advising victim of and filing for Victims Compensation claims

Personal Advocacy and Follow-Up Contact:

- * Assistance to secure victims' rights, remedies, and services from other agencies
- * Locate emergency financial assistance; intervene with employers, creditors, and others on behalf of the victim
- * Assist in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare
- * Assist in completing required forms; gathering needed documentation; etc.
- * Follow-up contact (in person, via telephone, or written) to offer emotional support, provide empathetic listening, and check on victim's progress.

Crisis Hotline Counseling:

- Provide victims with crisis counseling, guidance, emotional support, information, referrals, as needed.

ADA:

Must be physically able to walk, stoop, stand, lift, bend, reach, and carry 20 pounds. The Shelter for Abused Women & Children complies with the Americans with Disabilities Act of 1990 and support to the Deaf or Hard-of-Hearing in accordance with Section 504 of the Rehabilitation Act of 1973. The Shelter is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, sexual orientation, or marital status. We assure you that your opportunity for employment with us depends solely upon your knowledge, skills, and abilities.

Signature of Preparer _____
Date _____

Signature of Employee _____
Date _____