



SHELTER FOR ABUSED WOMEN & CHILDREN JOB DESCRIPTION

Title:	Immokalee Rural Outreach Advocate
Reports to:	Immokalee Outreach Manager
Status:	Full-time, Contract based, Non-exempt
Description:	Identify, assess, and appropriately respond to survivors of domestic violence in Immokalee. Provide support, counseling, and advocacy to victims of domestic violence specifically focusing on the needs of the rural and underserved community.
Requirements & Skills:	High school diploma required. Bachelor's degree in social services preferred. Bi-lingual required. Proficient in reading, writing and speaking English and Spanish. Computer savvy, proficient in Microsoft applications Highly organized. Public speaking experience needed. Experience in domestic violence intervention and prevention preferred. 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:	<ul style="list-style-type: none">*Meet VAWA Rural Underserved Program grant deliverables as detailed in current grant year.*Developing and nurture community partnerships.*Assists in the creation and distribution of promotional materials related to the program.Participates in meetings, statewide and regional trainings, calls and webinars.*Assists in conducting focus groups, assessments and action plans for the program.* Participates in community outreach activities* Attends required trainings <p><i>General Duties:</i></p> <ul style="list-style-type: none">* Assess participant needs* Assess lethality of participant's situation* Assist participant development of safety plan* 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

Individual Counseling/Support Group Facilitation:

- * Develops and/or applies support group curriculum.
- * Provide individual counseling; crisis intervention; emotional support; guidance; information and referral.

Emergency Legal Advocacy/Criminal Justice Support:

- * 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.

Personal Advocacy, Emergency Financial Assistance, and Follow-Up Contact:

- * Personal advocacy and follow-up
- * Assistance to secure victims' rights, remedies, and services from other agencies
- * Locates emergency financial assistance; intervene with employers, creditors, and others on behalf of the victim
- * Assists in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare
- * Assists with processing requests for emergency financial assistance (cash outlays) for items such as transportation, food, clothing, emergency housing, etc.
- * Informs participants of and assists with filing for Victim Compensation claims and related documentation processing.
- * 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, etc.

Community Collaborations

- * Assists in establishing a Community Coordinated Response Team to include local community agencies in order to integrate prevention and intervention strategies and services through increased communication, cooperation and coordination among participating partners.

**Position is contingent upon the yearly renewal of the grant.

ADA:

Must be physically mobile and able to sit, stand, bend, stoop, and lift 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 _____