

Title: Domestic Violence Advocate  
Hours: On-Call  
Wage Range: \$16.00 per hour  
Supervisor: Domestic Violence Coordinator  
Exempt Status: Non-Exempt

### **Job Summary:**

The DVS program provides counseling, legal assistance, emergency shelter, housing and job search assistance, food, clothing and transportation for survivors of domestic abuse and their children. Under broad supervision, the Domestic Violence Advocate works directly with clients and their children at the emergency shelter. Services to clients including the 14 shelter-based standards set by California law.

### ***Supervisory Responsibilities:***

- None.

### ***Duties/Responsibilities:***

- Notify supervisor of any unusual situations that arise
- Provide individual para-professional counseling sessions with clients, and children when appropriate using a manner that respects each client's individual characteristics, needs and preferences
- Facilitate intakes with new clients
- Give clients appropriate referrals, notify DV staff via e-mail needs of shelter residents
- Participate in case management during staff meetings, giving input regarding client needs and issues
- Role model appropriate relationships, behaviors, parenting techniques, etc.
- Follow case plan as provided
- Provide emergency transportation as needed
- Reinforce shelter safety rules with clients and inform DVS Coordinator or Shelter Specialist of unsafe situations as they arise
- Use culturally sensitive and appropriate language with clients
- Maintain client confidentiality with other agencies and general public
- Provide DVS staff with a nightly update of shelter activities and concerns by inputting notes as required
- Ensure shelter is clean and orderly by encouraging clients to maintain shelter cleanliness
- Adhere to universal safety precautions including use of gloves
- Maintain an awareness of the physical state of the shelter and inform Shelter Specialist of items requiring repair or attention
- Helps maintain a safe working environment for staff and clients
- Complete all paperwork and data entry as required
- Act as a mandated reporter of child abuse while performing job responsibilities
- Other related duties as assigned

### ***Required Skills/Abilities:***

- Must be reliable and extremely trustworthy
- Familiarity and interest in working in the human services field
- Ability to use the Internet and e-mail systems and some ability to use Excel for agency timesheet
- Ability to learn and input information into Apricot data entry system
- Ability to effectively resolve conflict and cope with crisis situation
- Ability to pass a background clearance including fingerprinting

***Education and Experience:***

- High school diploma or equivalent
- Completion of 40-hour domestic violence counselor training within three months from date of hire
- 1 year experience providing similar human services

***Physical Requirements:***

- Prolonged periods sitting at a desk and working on a computer.
- Staying overnight at the shelter

***Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.***