



JOB DESCRIPTION

Position Title:	Community Advocate	Grade: <u>4</u>
Program:	Community Advocacy	ED Signature:
Reports to:	Community Advocacy Director	_____
Status:	Full-time, Non-exempt	Date: _____

The mission of the Domestic Violence Resource Center of Washington County is to educate, support, and empower survivors and their children who are affected by intimate partner violence by offering counseling, advocacy, shelter services, and community outreach.

Scope of Duties:

The Community Advocacy Program provides a wide range of services including assistance in obtaining a protective order, courtroom advocacy, safety planning, outreach, information and referral and short-term case management.

Responsibilities:

- Ability to work with and assist clients regardless of sex, gender, sexual orientation, race, ethnicity, socioeconomic status, age and/or disability.
- Maintain an active knowledge of the protective orders for intimate partner violence.
- Assist clients in filing paperwork for protective orders.
- Notarize documents/petitions for clients.
- Turn in completed protective order petitions to courthouse.
- Attend petition review court hearing(s) for protective orders when appropriate.
- Be knowledgeable on how to refer clients to other DVRC services and community resources.
- Record, organize and submit monthly program statistics.
- Ensure that all pertinent client data is entered into Osnum on a regular basis.
- Review incoming police reports, assess risk, call listed victims in reports to offer and provide services and referrals.
- Know and adhere to the programs and agencies policies and procedures.
- Knowledge of local domestic violence, sexual assault, dating violence, stalking and social service organizations in Washington County.
- Provide connection to services for survivors who are not aware of resources and who are reluctant to seek out those resources.
- Provide educational outreach regarding domestic violence and DVRC community advocacy when requested.
- Follow all agency policies and VAWA and HIPPA compliant-policies related to sharing client information with law enforcement, DHS, courts or other agencies with whom the client is actively involved.
- Maintain a positive relationship with court staff and outside partnering agencies.
- Attend and participate in relevant community meetings and committees.
- Assist clients in applying for the Address Confidentiality Program.
- Provide relevant training for new staff and volunteers working in the Community Advocacy Program.
- Other duties as assigned.

Qualifications:

- Supportive of the Domestic Violence Resource Center’s mission.
- Must pass a criminal background check.
- Must complete the 40-hour Victims’ Advocacy Training, as required by the State of Oregon, within 30 days of employment, or as soon as reasonable.
- Adhere to DVRC policies and procedures.
- May be asked to represent DVRC at public events, meetings, services, clubs, etc.
- Demonstrate knowledge and understanding of the dynamics in Intimate Partner Violence.
- Minimum of two years post high school education or relevant work experience.
- Bilingual preferred.
- Working knowledge of computers - Word, Excel, Power Point, email, internet research.
- Excellent organizational and time management skills.
- Demonstrate knowledge and understanding of the dynamics in Intimate Partner Violence.
- Ability to provide strong leadership in crisis situations.
- Knowledge of local domestic violence, sexual assault, dating violence, stalking and social service organizations in Washington County.
- Ability to communicate effectively with clients and colleagues.
- Experience working with hostile clients.
- Ability to assist clients regardless of sex, gender, sexual orientation, race, ethnicity, socioeconomic status, age, or disability.
- Must obtain notary public within a reasonable amount of time following hire date.
- Must complete the Address Confidentiality Program certification program training within a reasonable amount of time following hiring date.

Physical Requirements:

- Manual Dexterity-Regularly
- Ability to sit and/or stand for long periods of time-Constantly
- Ability to bend, stoop, push or pull items weighing 25 pounds or less-Occasionally
- Walking-Ability to move within the office to access files, office machines, etc.-Regularly

Sensory/Cognitive Demands:

- Hearing, listening, vision, speaking, thinking, memory/recall-Constantly

Working Conditions:

- Typical office work environment with natural and artificial lighting. May be exposed to cleaning solvents, bloodborne pathogens, and service animals. May require driving on an occasional basis. Frequent repetitive motion with keyboard and use of computer mouse.

Reasonable accommodation will be made for individuals with disabilities as required by the ADA and any other state laws and regulations.

Employee Signature

Date