

**Position Title:** Community Advocate  
**Program:** Community Advocacy  
**Reports to:** Community Advocacy Director  
**Status:** Full-time, non-exempt

**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:**

- 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.
- 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.
- Provide educational outreach regarding domestic violence and DVRC community advocacy when requested.
- 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 by the Community Advocacy Director.

**Qualifications:**

- At least one year of experience in the field of domestic violence services.
- Demonstrate knowledge and understanding of the dynamics in Intimate Partner Violence.
- Bachelor's Degree (BS/BA) required or equivalent 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.

