



## **Position: Victim Advocate**

**Status:** Non-Exempt- Full Time/Year-Round

**Supervisor:** Outreach Manager

### **Job Description:**

The Victim Advocate works to foster a safe, comfortable, and healing outreach-based support system for survivors of domestic violence, sexual assault and stalking. The Victim Advocate will work closely with clients to create and manage safety plans; provide service referrals and case management services, as well as ongoing support and advocacy (legal, medical, emotional, etc.). The Victim Advocate will abide by a strict code of conduct and maintain confidentiality at all times. The Victim Advocate will also develop and maintain community relationships by providing service-based educational presentations to a variety of community organizations.

### **Expectations and Responsibilities**

The Victim Advocate will serve as the primary advocate for clients experiencing domestic violence in Grand county. Will work in tandem with the Sexual Assault Victim Advocate, the Shelter Advocate as well as the Mobile Advocates and the Transition Specialist to meet client's needs in Grand and San Juan counties. Reports to the Outreach Manager. The Victim Advocate is responsible for the following functional areas and associated duties including but not limited to:

### **Advocacy**

- Provide professional knowledge of evidenced-based concepts, principles, procedures and practices for survivors of domestic and sexual violence
- Complete outreach intakes and assist clients in creating individual safety plans
- Respond empathetically to survivors to reduce levels of trauma and provide support during crisis intervention
- Refer individuals to appropriate community resources for additional assistance and counseling
- Assist clients with completing Crime Victims Reparations applications
- Provide support and advocacy through the judicial and criminal justice processes
- Provide support and advocacy through medical processes and attend forensic exams and other medical processes
- Follow state and federal laws on victim confidentiality
- Respond to crisis intervention and needs during shift hours

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- Coordinate with other program components with case management of clients, and make appropriate out-of-agency referrals to assist clients in achieving their goals
- Provide client transportation, as needed
- Documentation of client interactions in Apricot database
- Complete required paperwork, including Seekhaven's client intake forms, confidentiality agreement, information sharing agreements and releases of information
- Assist survivors in completing CVR Code-R applications
- Be on call to respond to the hospital for crisis situations on a rotating basis with other advocates
- Have the ability to travel to San Juan County as needed

**Required Skills and Background:**

- Bachelor's degree in social sciences or 2 years relevant professional and/or life experience
- Strong computer skills in Excel, Word, Internet and G-Suite
- Ability to communicate effectively, provide conflict resolution, problem solve, and manage crisis.
- Experience working with highly vulnerable populations including but not limited to those with substance abuse issues, mental health concerns, and chronic illnesses.
- Excellent ability to assess and intervene with appropriate and effective intervention
- Support group and facilitation skills preferred; ability to communicate effectively, provide conflict resolution support, problem solve, and manage crisis. Excellent ability to assess and intervene with appropriate and effective intervention.
- Demonstrated history of maintaining strong professional boundaries, and an understanding of confidentiality.
- Must pass a background investigation check (BCI).
- Must have a valid driver's license
- Must be at least 21 years of age
- Demonstrate professionalism by balancing both the quantity and quality of work.
- Consistently promote wellness and support to both clients and other staff members by demonstrating dependability, initiative, ethical judgment and collaboration

**Training**

- 40-hour Core Advocacy Training within one year of employment
- 40-hour Sexual Assault Counselor Training within one year of employment
- A minimum of 16 hours of domestic violence and Sexual Violence training annually for continued education.
- Acquire and maintain CPR, First Aid Certification
- Any additional training as required by Seekhaven

### **Physical Demands**

- Must be able to lift up to 25 pounds
- Must be able to work in a high paced environment with many constant distractions, including a shared office space
- Must be able to drive a vehicle to provide mobile advocacy services.
- Must be able to move across Seekhaven's campus continuously as well as travel to off-site locations, when needed.

### **Emotional Demands:**

- Must be able to professionally regulate oneself when listening to disclosures of physical and sexual violence, emotional and economic abuse, child abuse, drug use and suicidality; Must provide compassion, validation and support to clients in crisis.
- Must be able to set and maintain emotional boundaries with clients, avoiding attachments and ensuring that these relationships are professional, client-led, and consistent with agency standards.
- Must be able to practice self care and leverage supportive resources offered within the agency or elsewhere.
- Must be able to regulate oneself while both providing and receiving constructive criticism; must demonstrate adaptability to achieve Seekhaven's mission, promote a healthy work environment and support victims of abuse and violence.