

Aid to Victims of Domestic Abuse, Inc.

JOB TITLE: Victim Advocate – SART Project
DEPARTMENT: Program Services - Outreach
CLASSIFICATION: Full-time, nonexempt, hourly, “at-will”
REPORTS TO: Outreach Services Manager

JOB SUMMARY:

The Sexual Assault Response Team Victim Advocate provides direct services to domestic abuse sexual assault victims. Advocate must work effectively with minimal supervision and have a working knowledge of court proceedings.

Work Schedule: 40 hours per week as assigned by your supervisor. Some flexibility is needed to meet the needs of the victims.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Read and abide by the rules, policies and standards set forth in the Employee Personnel Policy Manual.
- Provide direct services to victims of domestic violence in accordance with program guidelines and agency policies.
- Provide crisis intervention, safety planning, supportive counseling, advocacy, and referrals.
- Coordinate services with Palm Beach County Victim Services.
- Assist with VOCA compensation and relocation applications.
- Provide community training and participate in community events and meetings.
- Able to work in different environments and utilize effective time management skills.
- Maintain accurate program records and grant required statistics.
- Promote an organizational culture that embraces workplace values of respect, caring, support, effective communication, teamwork, collaboration, accountability and responsibility; and work with staff to create and maintain a workplace environment reflective of those values.

POSITION REQUIREMENTS:

- Bachelor’s degree in social work, sociology or related field or a minimum of three years relevant experience in victim advocacy.
- FCADV Core Competency Training and privilege status obtained within first 90 days.
- Meet required training hours annually to maintain privilege status.
- Victim Services Practitioner Designation and Certification by the Office of the Attorney General to assist in completion of Domestic Violence Relocation applications must be obtained within six months and maintained throughout employment.
- Excellent verbal and written communication skills; exceptional customer service skills.
- Reliable transportation, and if that is a personal vehicle, a valid driver’s license and clean driving record for insurability.
- Basic use of MS Excel, Word, Outlook and client database software.
- Fluent in reading, writing, speaking English/Spanish.

SPECIAL REQUIREMENTS AND PHYSICAL DEMANDS:

- Ability to exert physical effort which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds), bending, stooping, stretching, squatting, sitting, including movement up and down stairs.
- Regular travel required in the Palm Beach County area.

HOW TO APPLY:

Email your resume and cover letter to avda@avda-fl.com. Indicate the position days/hrs you are applying for in your cover letter. Please advise Human Resources at this email address in advance if you require accommodations to participate in the employment process. **EOE/DFWP/E-VERIFY**

February 2017