

**Meriden-Wallingford Chrysalis, Inc.**  
**14 West Main St., Meriden CT 06451**  
**203-630-1638**

<b>Position Title:</b>	Adult Advocate
<b>Basic Functions:</b>	To provide support, advocacy, safety planning and educational services to adult victims of domestic violence who come to the domestic violence program for sheltered and/or non-sheltered services. This position is to be carried out while empowering victims with respect to their safety and their right to self-determination.
<b>Reports To:</b>	The Adult Advocate is supervised by the Shelter Manager, Director of Operations and ultimately accountable to the Executive Director.
<b>Class:</b>	Non-Exempt, Bargaining
<b>Hours per Week:</b>	37.5 hours per week

**Areas of Responsibility**

This position requires work assignments and responsibilities such as, but not limited to:

Direct Services

- Provide client intake and assessment, including sheltering women and families in accordance with agency protocols
- Assist clients in developing individualized safety plans including: plans for leaving, for staying and for long-range planning
- Assist parents in developing safety plans which include their children
- Provide individual domestic violence counseling and advocacy
- Provide coverage to 24-hour domestic violence hotline
- Serve as a member of the 24-hour hotline back-up rotation
- Provide clients with information and referral to community services and resources
- Advocate with outside systems regarding clients' needs
- Facilitate support/education groups
- Other services as deemed necessary
- Provide written educational information to adult clients about domestic violence, its effects on victims, as well as its effects on children
- Provide to adult clients a state and local listing of available resources
- Provide information regarding state victim compensation resources

General

- Maintain accurate service records and submit all required statistics in accordance with agency due dates
- Attend and participate in regular meetings called by MWC, CCADV and other meetings as scheduled, including training programs developed for Advocates
- Must uphold privileged communication of clients and all responsibilities of mandatory reporting
- Provide peer coverage to critical tasks such as court-based family violence victim advocacy as needed
- Maintain vacant shelter rooms for immediate occupancy
- Other duties as assigned
- Submit quarterly VOCA reports to Director of Operations
- Cross Train for all other VOCA funded positions, Criminal and Civil Court duties

**Qualifications**

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Staff Initials

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Supervisor Initials

Revised: 9.22

- Bachelor's Degree or eight years (8) years experience in related field. A combination of an Associate's Degree plus four (4) years of experience will be considered.
- Bilingual/Bicultural, Speak English and Spanish
- Comprehensive working knowledge of the dynamics of domestic violence.
- Commitment to working with domestic violence victims and their children to develop a plan for their safety and preserve their right to self-determination.
- Effective oral and written communication skills
- Ability to gather, consolidate and present client information through interviews
- Knowledge of community resources
- Ability to work effectively with both traditional and non-traditional systems
- Ability to maintain service records, complete accurate statistical and narrative reports and submit in accordance with due dates
- Must obtain and maintain certification as battered women's counselor, as per CGS 52-146k

### **Schedule**

37.55 hours per week, primarily Sunday-Thursday. This position will require some flexible hours to meet the needs of the organization.

### **Special Requirements**

This position requires periodic travel. A valid driver's license and current certificate of insurance is required for personnel who may travel in their scope of service to Meriden-Wallingford Chrysalis. Criminal, Department of Children and Families and Department of Motor Vehicles background checks are required for all staff to confirm suitability for employment.