



Adult Advocate Job Description

Title: Adult Advocate

Job Summary: Responsible for providing advocacy, safety planning, educational services, counseling and support services to the victims of domestic violence/abuse in the community one-on-one and groups.

Supervised by: Executive Director

Duties Include:

- A. Develops, implements and maintains the Networks Support Program (NSP) at the Network
 - Develops, implements and maintains programs and curriculum with approval of Executive Director for the Network Support program
 - Communicates with family relations officers as needed
- B. Provides individual counseling, group facilitation and training.
 - Provides crisis intervention and hotline management (as needed) while performing job functions
 - Assists clients with support services such as safety planning, decision making and goal setting
 - Works with the Executive Director, Youth Community Educator, Family Victim Advocate(s), Safe house Manager, Family Advocate and Safe house Advocate(s) to provide counseling for clients on both an individual and group basis
- C. Advocacy Skills:
 - Balances complexities of domestic violence analysis with mission and goals of agency maintaining appropriate boundaries and confidentiality
 - Works collaboratively with outside service providers
 - Has and applies knowledge of broader coalition resources and protocols
- D. Community Collaboration
 - Acts as a resource for other services interacting with the Network seeking advice on Domestic Violence, such as Community presentations and education
 - Represent the Network within the community as needed



- Makes presentations to staff and board to ensure sound communications regarding progress and issues relative to the Adult Advocate position

E. Completes required Network and CCADV statistical reporting and training

- Demonstrates ability to maintain service records
- Completes statistical and narrative reports
- Attends trainings as required

Qualifications:

- Comprehensive working knowledge of the dynamics of domestic violence and its effects on adult and child victims
- Commitment to working with domestic violence victims to develop a plan for their safety and preserve their right to self determination
- Commitment to breaking the cycle of domestic violence and empowering victims
- Basic crisis intervention and counseling skills for individuals and groups
- Basic group facilitation skills
- Ability to work effectively with a diverse range of clients
- Knowledge of community resources
- Skilled in effective communication with others both orally and in writing
- Basic knowledge of skills in crisis intervention; ability to analyze situations and develop creative solutions
- Demonstrates strong work ethics and dedication to Network Mission
- Demonstrates initiative and motivation; self starter
- Demonstrates sound teamwork and collaboration skills
- Demonstrates active listening skills resulting in ability to formulate sound judgment
- Flexibility to work some evenings and weekends is required
- Automobile and valid driver's license

Education:

- Bachelor's degree or equivalent experience in social work/domestic violence required.
- Significant experience in domestic violence services is required