

Meriden-Wallingford Chrysalis, Inc.

Position Title:	Part-time Advocate
Basic Functions:	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.
Reports To:	Advocate positions will be supervised by the Shelter Manager, Director of Programs and ultimately accountable to the Executive Director.
Class:	Non-Exempt, Bargaining
Hours per Week:	Based on Hire Letter

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

Qualifications

- 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.
- 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

Hours and days stated per hire letter. This position will require availability for flexible hours as needed 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.