

**Job Description**  
Domestic Violence (DV) Advocate



JOB TITLE: Domestic Violence (DV) Advocate  
DEPARTMENT: Domestic Violence Program  
REPORTS TO: Domestic Violence Program Manager  
STATUS: Regular, full-time  
FLSA: Non-exempt  
WORK HOURS: Monday to Friday 9-5 and evenings as needed

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Join a vibrant, multi-ethnic team that has served low-income people of color in Seattle for over 100 years. Atlantic Street Center offers competitive pay and excellent annual benefits for full-time employees including 16 days of vacation, 12 paid sick days, 10 paid holidays and employee medical, prescription, vision and dental coverage. After one year of successful employment we provide additional benefits such as a pension plan, life insurance, and short- and long-term disability insurance.

Provide support, advocacy, referral, and assistance to African American and other survivors of color of domestic violence, sexual assault, and commercial sex exploitation. This position is responsible for crisis intervention, safety planning, outreach and education, and planning and facilitating weekly support group sessions for survivors. The Advocate works collaboratively with other domestic violence, sexual assault, and agencies to ensure seamless response to survivors' needs.

**ESSENTIAL DUTIES**

- Conduct domestic violence and sexual assault community outreach and education
- Assess client needs; investigate their eligibility for services.
- Provide support, advocacy, referral, and case management services to domestic violence/sexual assault survivors
- Work with survivors to create, implement, monitor, and update individual safety plan
- Assist survivors in emergency situations to obtain shelter, financial assistance, and other basic needs
- Recruit participants and work with program staff to facilitate weekly support group sessions
- Maintain accurate files, progress notes, data entry, submit timely monthly reports and paperwork to meet contract requirements,
- Assist clients with obtaining legal assistance; interface with legal providers to guide victims through multiple systems
- Assist survivors with accessing other services (job training, counseling, housing, medical services, etc.); set up appointments, and provide transportation to and from appointments
- Network with other providers to help survivors access community resources
- Maintain confidentiality of client information and office location.
- Work with other ASC programs to address survivors' needs and concerns

**QUALIFICATIONS**

- Bachelor's degree in human services, social work, or related field
- Minimum two years paid experience working with survivors of DV.
- Completion of a minimum of 20 to 30 hours of training in domestic violence and sexual assault as well as continuing education required.
- Demonstrated track record in advocacy, with ability to navigate multiple systems to ensure seamless services. Demonstrated respect for others' experiences, opinions, language, values, culture, and knowledge
- Experience working with culturally diverse populations, primarily African American and Hispanic women
- Ability to navigate and handle complicated situations
- Desire to empower families from diverse cultures and backgrounds and to work with multi-ethnic survivors

- Demonstrated knowledge of contributing factors to gender based violence among African American and other survivors of color , and best practices in addressing their needs to bring about equitable outcomes
- Attend continued education training on advocacy based DV counseling for victims and their children
- Commitment to team work and collaboration
- Demonstrated ability to take initiative and exercise good judgement required.
- Vehicle with valid WSDL needed. Candidate must be able to travel independently between multiple work sites within a day.
- Experience working with communities of color and people from different cultures than your own.
- Ability to Identify and understands the broader context of a situation
- Demonstrated ability in exercising good judgement and taking initiative
- Respect for others' experiences, opinions, language, values, culture, and knowledge
- Demonstrated organizational and outreach skills
- Good verbal and written skills in English
- Available for some evening and weekend hours
- Washington State driver's license and insurance is required upon employment; must be able to travel independently between multiple work sites within a day

### **WORKING CONDITIONS**

- Work Hours: Between 9:00 am and 5.00 pm, Monday through Friday. (Some evenings as needed)
- Ability to lift 30 pounds
- Position requires driving whenever necessary to meet program needs. A valid Washington State driver's license and proof of insurance is required.

**Qualified individuals must email all of the following to [jobs@atlanticstreet.org](mailto:jobs@atlanticstreet.org) to be considered**

- **Current resume**
- **Cover letter** clearly stating how you meet or exceed the minimum qualifications
- **4 professional references**
- Please type **DV Program Manager** in the SUBJECT line of your email.
- Email your cover letter, resume and 4 professional references to [jobs@atlanticstreet.org](mailto:jobs@atlanticstreet.org). Incomplete applications will not be considered.

***Atlantic Street Center is an Equal Opportunity, Affirmative Action Employer committed to a culturally and ethnically diverse workplace. Persons of color are encouraged to apply.***