

**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 (40 hours per week)  
FLSA: Non-exempt (eligible for overtime)  
WORK HOURS: Monday to Friday 9-5 and evenings as needed (Temporarily Remote due to COVID 19)

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
- 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

**QUALIFICATIONS**

- Demonstrated commitment to valuing diversity and contributing to an inclusive working environment
- Bachelor's degree in human services, social work, or related field
- Minimum two years paid experience working with survivors of Domestic Violence
- 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
- Experience working with communities of color and people from different cultures than your own.
- Ability to Identify and understand 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.

#### **DISCLAIMER**

This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between Atlantic Street Center and its employees.

**To apply, please email us a cover letter and your resume.**