

# Domestic Violence Action Center

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Job Description: Advocate  
Safe, Strong and Sober Program  
(Full Time 40 hours, Non-Exempt)

## **Goal**

To provide holistic, trauma-informed, and client-centered support to individuals impacted by both domestic violence and substance use disorders. Through advocacy, case management, education, and coordinated services, the Advocate helps clients enhance their safety, support their recovery, and build the skills and resources needed for long-term stability and self-sufficiency. By fostering resilience and connecting clients with community resources, this position promotes improved well-being and quality of life. This position is based at the Domestic Violence Action Center's main office in Honolulu on Oahu.

## **Minimum Qualifications**

Bachelor's Degree in Human Services or other related field and at least 1 year of experience working in direct client services, case management, and crisis counseling. Experience and comfort with public speaking and training other professionals. Knowledgeable about intersecting challenges experienced by communities facing barriers and the realities of working in the social services field. Strong oral and written communication skills. Must be organized and punctual. Must be willing to travel to neighboring islands.

## **Desired Qualifications**

Knowledge of local community services, criminal and civil justice systems. Comfortable providing outreach to potential DVAC clients. Familiar with multi-cultural styles of communication. Possess an active Certified Substance Use Counselor certification through the Alcohol and Drug Abuse Division (ADAD).

## **Responsibilities**

- Provide advocacy services relating to domestic violence and substance use to individuals and assess brief services individuals (BSI) for power and control dynamics and referral to on-going advocacy services.
- Thoroughly assess the educational, legal, safety, and personal needs of clients, as assigned by Safe, Strong, and Sober Program Manager, and provide ongoing intervention services and case management to assigned clients. Maximum caseload will be thirty (30) clients.
- Administer a risk assessment and provide safety planning to all assigned clients. Advocate will update safety plans on an ongoing basis. Safety plans will address both domestic violence and substance use issues.
- Provide crisis intervention services to assigned clients and to BSI.

- Accompany assigned clients to any and all appointments, interviews, court hearings, as appropriate.
- Advocate on behalf of assigned clients with institutions and agencies. Advocate will assess when intervention is necessary and always attempt to encourage client to speak and act on their own behalf.
- Assist helpline callers and provide helpline coverage as assigned.
- Utilize validated screening tools to identify substance use patterns and assess the severity and impact of substance use disorders or coercion on clients' lives.
- Collaborate with substance use disorder professionals to develop integrated care plans.
- Support clients in accessing harm reduction resources and recovery support services.
- Preserve client confidentiality and adhere to all DVAC policies, including those regarding client confidentiality.
- Document and keep accurate case summary notes and case files for each client.
- Practice good communication skills with all DVAC staff, including attorneys and legal staff, and will document shared client information via e-mail.
- Keep track of statistics and monthly/quarterly services to turn in to Safe, Strong, and Sober Program Manager in a timely manner.
- Facilitate trainings and/or support group.
- Attend meetings as designated, including program and advocacy meetings.
- Keep updated and current on issues by attending at least four designated trainings per year.
- Assume other duties assigned by their supervisor.
- This position will report directly to the Safe, Strong, and Sober Program Manager.