

Domestic Violence Action Center

Job Description: Advocate (Full Time, Non-Exempt)

Overview

The advocacy program at the Domestic Violence Action Center (DVAC) aims to assist survivors of domestic violence in their attempt to attain safety and self-sufficiency. Our Advocates work with survivors to provide emotional support, assistance navigating the civil and criminal justice systems, and connections to other social services. Advocates work closely with DVAC's staff attorneys, paralegals, and community program staff.

Minimum Qualifications

Bachelor's Degree in social work, psychology, or a related field; or at least two years of experience working directly with survivors of domestic violence. Basic understanding of the dynamics of domestic violence. Ability to connect with people from diverse socio-economic and ethnic backgrounds. Ability to work interdependently in a fast-paced, non-profit work environment. Ability to maintain professionalism, discretion, and attention to detail. Ability to lift and carry up to 50 pounds.

Desired Qualifications

Previous experience in crisis intervention and long-term client advocacy. Knowledge of the criminal and civil justice systems. Familiarity with social service agencies on the island of Oahu and with multi-cultural styles of communications. Knowledge of the feminist philosophy of violence against women.

Responsibilities

1. Advocate will thoroughly assess the needs of clients assigned to them and provide long-term advocacy services. Maximum caseload will be thirty-five (35) clients at a time. Advocate will maintain an updated client file for each survivor, including a case plan and pertinent assessments.
2. Advocate will participate in case review team meetings and will contribute to decisions about case plans and termination of the advocate/client relationship.
3. Advocate will administer a risk assessment to all assigned clients.
4. Advocate will provide safety planning to all assigned and outreach clients. Advocate will update safety plan with client when necessary.
5. Advocate will provide crisis intervention services and on-going support to all clients when appropriate.
6. Advocate will accompany clients to appointments, interviews, and court hearings when appropriate.

7. Advocate will advocate on behalf of client with all institutions and agencies. Advocate will assess when intervention is necessary and, following an empowerment-based model, will always encourage the client to speak and act on their own behalf.
8. Advocate will staff DVAC's helpline service as assigned by answering helpline calls, assessing caller needs, and making referrals when appropriate. Advocate will assist in the maintenance of our helpline database.
9. Advocate will preserve client confidentiality and adhere to all DVAC policies regarding client confidentiality.
10. Advocate will keep updated and current on issues by attending four relevant trainings per year.
11. Advocate will practice good communication skills with DVAC attorneys and legal staff and will document shared client information in person or via e-mail.
12. Advocate will keep track of statistics of monthly services and turn statistics into the Advocacy Manager in a timely manner.
13. Advocate will assume other duties assigned by the Advocacy Manager and Deputy Director.
14. Advocate will report directly to the Advocacy Manager.