

**Victim Advocate
FTE-Non-Exempt**

Responsibility and Duties:

- Provide crisis intervention, peer counseling, advocacy, and shelter to victims in a safe and supportive environment.
- Maintain professional confidentiality, integrity, and ethics.
- Initiate and maintain open yet confidential communication with agencies providing social and community support.
- Facilitate conflict resolution among shelter residents.
- Assist in distributing supplies and personal care products to clients.
- Assist with on-going shelter upkeep and preparation for new residents. Ability to lift up to 30 pounds necessary.
- Assist with communication with donors and organize community donations.
- Work without direct supervision and use sound judgment.
- Travel as duties require.
- Assume other responsibilities as directed by the Executive Director.

Administrative duties:

- Maintain schedule, forms, documents and client records.
- Maintain donor acknowledgement and records.
- Maintain receipts, purchase orders, time sheets, etc. as mandated.
- Assist in recruitment of volunteers

Qualification:

- 2 to 4 years' experience in advocacy/social work through work or volunteerism, preferred
- Knowledge of family violence, sexual assault, and stalking.
- Committed to end violence against men, women and children.
- Experience with conflict resolution.
- Other experience including but not limited to filing, purchasing, organizing, building maintenance.
- Experience with shelters/residential settings, crisis hotline and women's issues.
- Familiarity with social systems, community resources, criminal justice, law enforcement, child abuse, and neglect.
- Ability to relate in supportive, non-judgmental manner.
- Ability to ensure compliance to all relevant Federal, State and Local laws and regulations
- Strong reading, writing, organizational, communication, computer, managerial and networking skills.

Education and Experience:

- Accepted - High School Diploma/GED with equivalent work or volunteer experience.
- Preferred - two to four-year degree in social work related field.
- Training in Word and Excel; Access, a plus.
- Strong interpersonal skills.
- Required CADV training hours.
- health and safety regulations and to ensure funding compliance.
- Being a survivor is considered experience