**Domestic Violence Lead Advocate / Administrative Assistant**

Hours: 40 Hours/week, flexible, some evenings and weekends possible.

Objective: The position provides advocacy services to victims of domestic violence in a variety of settings.

Under the supervision of the Executive Director, the lead advocate has the following duties and responsibilities. This includes, but is not limited to, the following:

Develop and implement policies for clients from acceptance into the domestic violence program to successful completion and exit into transitional or permanent housing.

Provide direct oversight of all services within the domestic violence program, including supervision of emergency shelters, case management, and other services provided to clients by staff, and volunteers.

Manning of after-hours hotline phone is required.

When needed, provide case management of shelter clients, including coordination of support services with other agencies, development of Individual Service Plans (ISPs), and successful transition to independent living situations.

Provide monthly checks of client records from initial screening to case termination to ensure that documentation is up-to date, to include electronic and paper files.

Facilitate one-on-one peer counseling sessions with victims.

Communicate with other staff members and the public in a manner that reflects respect and equality.

Provide updates on case management and activities within the domestic violence program to Executive Director and Board of Directors as needed.

Maintain cooperative relationships with representatives from collaborating agencies. This includes, but is not limited to law enforcement, judicial entities, and coalitions.

Uphold professional and ethical standards to protect clients by maintaining the highest level of confidentiality, limiting personal disclosure and establishing appropriate professional boundaries.

Participate in staff meetings, case reviews, training, and supervision and attend classes, seminars, workshops, and other events as scheduled.

**Knowledge and Ability:** Knowledge of principles and practices of human service programs, interviewing methods and techniques; programs used to provide services and benefits to client, working knowledge of various computer and software programs, working knowledge of record keeping practices, correct English usage, and telephone etiquette, work effectively under pressure.

**Special Requirements:** Possession of a valid Nevada driver’s license. Requires passing a state and federal background check, must be able to pass a random drug testing.

**Experience and Training:** Any combination of training, education and experience that would provide the required knowledge and abilities.

**PHYSICAL DEMANDS**

Strength and stamina to sit at a desk; strength, coordination and vision to use keyboard and video display terminal for prolonged periods; vision to read reports and financial data; strength and stamina to perform occasional light lifting, reaching and bending, and for long periods of standing; dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to twenty-five pounds, files, stacks of paper, reference and other materials; moving from place to place within the office; some reaching for items above and below desk level.

**WORKING CONDITIONS**

Generally clean work environment with limited exposure to conditions such as dust, fumes odors, or noise; periodic contact with upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors.

**Job Description will be reviewed and updated as needed upon vacancy of position**

**Employment Status:** Non-Exempt