



## **Domestic Violence Intervention, Inc., Position Description.**

### **Domestic Violence/Sexual Assault Advocate – Fernley, Nevada**

**RESPONSIBLE TO:** Executive Director Fallon Office

**CLASSIFICATION:** Non-Exempt

**HOURS:** 40 Hours/week, flexible, some evenings and weekends on call.

Compensation: \$20 - \$23 per hour, paid vacation, sick leave, HRA Health Account DVI currently does not offer health or retirement benefits.

**PURPOSE:** The position provides advocacy services to survivors of domestic violence and sexual assault in a variety of settings.

**SUMMARY:** Assists survivors of domestic violence and sexual assault, and promotes trust and communication between the survivors and the community agencies to aid with survivor empowerment and self-sufficiency.

### **RESPONSIBILITIES:**

- Provide domestic violence victims and sexual assault with information about the legal processes and options available to them through court systems.
- Able to complete 20 hr. Nevada Domestic Violence Advocate Certification and 40 hr. Nevada Sexual Assault Advocate Certification
- Accompany survivors to court hearings. Accompany survivors to sexual assault exams
- Intervene as an advocate for survivors to resolve emergency problems in crisis situations in a professional manner.
- Counsel survivors, individually or in a group setting, to assist overcoming dependencies, adjusting to life, or making choices.
- Assess level and history of violence experienced and aid in the development of a safety plan, measurable goal setting, and action plans for survivors and children, based on survivor rights and responsibilities.
- Assess survivors' immediate needs and assists them or coordinate and refer them to those who can help them locate appropriate housing, financial assistance, counseling, and other resources.
- Provide domestic violence education through outreach to survivors and their families, professionals, and community groups.
- Participate in local efforts to improve the community's response to domestic violence.

- Communicate with staff and the public in a manner that reflects respect and equality for survivors and program dynamics.
- Empower survivors to make decisions and be proactive with forward moving goals
- Ability to maintain accurate records and reports regarding survivor progress, services provided, and other grant requirements.
- Maintain strict confidentiality regarding survivor details and identity
- Ability to understand and establish professional boundaries with the survivors to maintain a professional business relationship.
- Facilitate support groups as assigned.
- Ability to greet public, answer phones, assist callers with questions
- Assist in developing a Lyon County non-profit serving domestic violence victims

**MINIMUM REQUIREMENTS:**

- Education and/or experience working with individuals in crisis situations
- Bachelor’s Degree preferred. Minimum of 2 years in an office setting
- Must have reliable transportation, and maintain a clean driving record
- A valid NV driver’s license and auto insurance.
- Understanding of domestic violence issues from the survivor advocacy
- Demonstrated ability to serve individuals from diverse cultures and backgrounds
- Demonstrated ability to work independently and as a cooperative team member
- Effective oral and written communication skills
- Ability to maintain strict survivor / case confidentiality
- No tolerance drug and alcohol work environment
- Ability to pass an FBI background check and CPS child abuse background check
- Sexual harassment / workplace violence free
- Excellent computer experience (Word, Excel, PowerPoint, virtual meeting experience)
- Being a Survivor is considered experience

Ability to solve practical problems and deal with a variety of variables in situations where limitations exist.

Ability to walk, stand, sit, use of hands to finger, handle, or feel. Ability to lift or move up to 25 pounds.

**Must be willing to be on-call some nights and some weekends weekends.**

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Applicant Printed Name Date

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Applicant Signature