



Domestic Violence Intervention, Inc. Position Description

Domestic Violence/Sexual Assault Advocate – Fernley, NV

RESPONSIBLE TO: Executive Director Fallon Office

CLASSIFICATION: Non-Exempt

HOURS: 40 Hours/week, will be on 24 hr. crisis line for one week, every five weeks.
Compensation: \$20 per hour, paid vacation, sick leave, paid holidays, 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: Assist survivors of domestic violence and sexual assault, and promote trust and communication between the survivors and the community agencies to aid with survivor empowerment and self-sufficiency.

RESPONSIBILITIES:

- Advocates will carry the crisis line for one week on a rotating schedule.
- 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 in 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 assist 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 the public, answer phones, and assist callers with questions.
- Assist in developing a Lyon County non-profit serving domestic and sexual 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 FBI and CPS child abuse background checks.
- 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 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 weekends.

Applicant Printed Name

Date

Applicant Signature