

PROJECT WOMAN POSITION DESCRIPTION

JOB TITLE: Advocate
FLSA STATUS: Exempt
LOCATION: Administrative Offices

EXPECTATIONS OF ALL EMPLOYEES

Supports Project Woman's mission and values by exhibiting the following behaviors: confidentiality and respect for all clients, service excellence and job competence, collaboration and team player, and commitment to our community.

POSITION SUMMARY

Under the direct supervision of the Executive Director; provides advocacy consistent with best practices, assists with outreach and community relations, and provides training for volunteers, staff and community partners as needed. Is a member of Coordinated Community Response Team(s) for Domestic Violence, Sexual Assault, and Human Trafficking.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops and implements comprehensive collaboration with law enforcement agencies, criminal justice programs, hospitals and Project Woman.
2. Provides advocacy and support for survivors' before, during, and after crime and subsequent court cases, including assistance with filing protection orders (CPO/TPO's), victim assistance claims, etc.
3. Works closely with other staff as part of the Interdisciplinary Team (IDT) to support survivors to meet safety, independence, and self-sufficiency goals as a means of breaking the cycle of violence.
4. Trains Project Woman staff, staff of social service agencies and others stakeholders and partners related to rights, resources, and advocacy for victims of crime, particularly domestic;/intimate partner violence, stalking, sexual assault and human trafficking.
5. Collects and maintains documentation and data in accordance to agency policy and procedure, government regulations, funding requirements, and in keeping with Violence Against Women Act and best practices.
6. Participates in rotation of Crisis Response to hospital and law enforcement via cell phone 24 – hours daily.

7. Participate in local Coordinated Community Response teams as assigned.
8. Networks with state and national coalitions as assigned; representing Project Woman on assigned committees and caucuses.
9. Meets criteria for provision of Community Psychiatric Support Treatment under Ohio Revised Code for Ohio Mental Health and Addiction Services (OHMAS) and in keeping with the Council on Accreditation.
10. Performs other duties as needed, requested, or as assigned.

QUALIFICATIONS

Bachelor’s degree or equivalent combination of work experience and continuing education and certification required. Registered Advocate in Senior Standing certification preferred. Prior experience working with domestic violence and sexual assault issues, criminal justice, law or related experience. Excellent written and oral communication skills, strong organization and problem solving abilities.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is moderately active and can include sitting and standing for long periods of time. Travel within local community required. Travel in and out of state for trainings, conferences, and seminars is possible.

JOB RELATIONSHIPS

Supervises: None
 Supervised by: Executive Director

Staff Signature: _____ Date: _____

Project Woman provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age disability or genetics. In addition to federal law requirements, Project Woman complies with applicable state and local laws governing nondiscrimination in employment in every location in which the agency has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.