

THE VICTIM CENTER
Job Description
Domestic Violence Victim Advocate (AKA, “Navigator”)
(Housed in the Greene County Family Justice Center)

Job Description: This advocate (AKA, Navigator) position is dedicated 100% of time toward crisis intervention, personal advocacy, information & referral, safety planning, and court support to primary and secondary victims of violent and/or sexual crimes. Primary focus will be to assist victims of domestic violence and stalking, although advocates may assist persons who have multiple victimizations or who have experienced other types of violent or sexual crime(s).

Major Responsibilities:

To provide personal advocacy and support services to all primary and secondary victims who seek assistance at the Greene County Family Justice Center. Responsibilities include:

- Assist victims with applications for Ex parte Orders of Protection and attend court with victims as a support-person and advocate.
- Provide crisis intervention and personal advocacy
- Assist with MOVANS, Crime Victims Compensation and Safe at Home applications.
- Develop safety plans and complete Lethality Assessments
- Provide assistance with obtaining ancillary services needed by victims and make referrals to the appropriate sources, such as legal services, law enforcement, and shelter
- Inform victims of their Crime Victim’s Rights
- Refer victims to The Victim Center’s counseling services
- Make necessary child abuse and neglect or elder abuse hotline reports, as required by law
- Provide staff “on call” time as assigned
- Follow all Family Justice Center policies, procedures, and trauma-informed approaches.
- Maintain high-level collaboration and communication with a multi-disciplinary team.

Additional Responsibilities:

- To maintain appropriate documentation of all service information, in accordance with funding source requirements, Family Justice Center protocol, and TVC policies
- To maintain appropriate timesheets as required
- To maintain a close working relationship with community agencies and individuals who provide ancillary services to victims of violent crimes.
- To maintain and improve professional expertise through continuing professional education
- To protect client confidentiality at all times, as dictated by agency policies and protocol
- To follow all safety and security policies, as outlined by agency policies and protocol
- To follow all other agency policies and protocols and to perform any and all duties assigned, as they relate to the agency’s mission.
- Report directly to the Program Director

Qualifications:

- Bachelor’s degree and/or experience in social/human services
- Ability to lift 20 pounds
- Have reliable transportation
- Ability to sit or stand off and on for 8 hours a day

Helpful Skills:

- Thorough understanding of victim issues, including training in the area of victimology, crisis intervention, dynamics of victimization, and trauma informed approaches.
- General knowledge of community resources, legal system, and law enforcement
- Previous experience in providing advocacy services.
- Ability to lift at least 10 pounds
- Have reliable transportation

Special Considerations for Off-Site Advocate:

1. Advocate is retained as an employee of The Victim Center (TVC) and thereby adheres to all of the rights and responsibilities outlined in TVC employee handbook and employment documents
2. Advocate work schedule will be consistent with hours of operation of the Family Justice Center, including holidays or closures
3. Advocate will have same vacation/paid time off schedule as other TVC employees based on their tenure of service as specified in employee handbook
4. Advocate will be under the authority of The Victim Center's Program Director
5. Advocate may seek approval from TVC Program Director for alterations to work hours as advocate may consider necessary off-site
6. Advocate will attend TVC staff meetings, as well as other scheduled staff gatherings/events, such as trainings and annual meeting
7. Advocate will attend Family Justice Center-specific team meetings, such as morning huddles
8. Advocate will maintain active dialogue and supervision, both face-to-face and via telephone, with Program Director and other TVC Staff.
9. Advocate to work off-site will be selected, **in part**, based on the following:
 - a. skills and expertise with domestic violence victims and/or the legal system
 - b. ability to schedule and maintain full caseload autonomously
 - c. ability to self-start and complete assigned duties with minimal direction
 - d. ability to work in tandem with collaborating partners while still furthering the mission of The Victim Center