

Reach of Cherokee County, Inc.
Job Description
Domestic Violence Advocate

Position Summary: The Domestic Violence Advocate is a *full-time hourly* position reporting directly to the Executive Director. The position works with women who have suffered domestic violence to provide information and support through the process of accessing legal remedies to abuse.

Tasks, skills, and knowledge common to Reach staff:

- Assist in answering 24-hour crisis line as requested.
- Rotate being on-call as requested.
- Assist in agency fundraising events as requested.
- Assist in training as requested.
- Represent Reach in the community and multidisciplinary meetings, on task forces, etc., as requested.
- Provide client advocacy as appropriate.
- Attend staff meetings.
- Excellent time and organizational management skills.
- Excellent communication and networking skills.
- Ability to learn and adapt quickly to environments.
- Be flexible and eager to learn new things.
- Show initiative, be self-motivated and resourceful, with the proven ability to prioritize, multi-task, and operate successfully under tight deadlines and time pressures.
- Enjoy a fast-paced, dynamic, challenging, and team-oriented work environment.
- Other tasks assigned by supervisor.

Primary Job Duties:

- Assist victims to file for and attain Domestic Violence Protective Orders or to take out criminal warrants.
- Provide support through court accompaniment with victims.
- Attend court and provide information and support to women not yet receiving services.
- Complete needs assessments on clients seeking Reach services.
- Provide hospital accompaniment.
- Maintain cooperative and professional relationships with court officials including judges, magistrates, law enforcement, and clerks of court to improve victim services.
- Participate in Sexual Assault Response Team and Domestic Violence Team meetings.
- Participate on community committees related to the needs of Sexual Assault victims.
- Develop public awareness of victim's issues.
- Maintain awareness of current legislation, common trends, etc., impacting women's issues.
- Assist with services in the shelter as needed including transportation, admissions, and daily shelter operations.
- Maintain client records on each person served in both paper form and on the database.
- Maintain administrative records as related to grant contracts in both paper form and on the database or computer base.

Job Specifications:

- 2-year degree in health and human services or related field, with at least two years working experience in employment and human resources issues.
- Strong writing, reading, listening, and speaking communication skills.
- Computer literate in MS Word, Excel, and other programs.
- Ability to lift up to 20 lbs.