

A WOMAN'S PLACE POSITION DESCRIPTION

TITLE: First Response Advocate

DEPARTMENT: Legal Advocacy
Program

EMPLOYMENT STATUS: Full-time

SALARY RANGE: Grade 4

WAGE & HOUR STATUS: Exempt

VALUES STATEMENT

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision making at all levels of A Woman's Place are rooted in and guided by the following values:

Courage: A Woman's Place acts bravely and boldly, notwithstanding fear.

Creativity: A Woman's Place encourages the creation of meaningful new ideas, interpretations, and rules.

Equality: A Woman's Place believes each and every one of us must collaborate to create a new society based in equal power and rights.

Integrity: A Woman's Place is of sound moral character and adheres to ethical principles.

Respect: A Woman's Place is considerate and honors the worth and dignity of all beings and resources.

Social Justice: A Woman's Place analyzes structural social inequalities in order to promote justice.

VISION STATEMENT

A Woman's Place envisions a society where all individuals are safe in their relationships and can flourish.

MISSION STATEMENT

A Woman's Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

PURPOSE OF POSITION: To provide immediate crisis and safety counseling to victims of domestic violence when contacted by local police departments.

ORGANIZATIONAL RELATIONSHIPS: Legal Aid, Counseling, Shelter Staff

OTHER RELATIONSHIPS: Police Dept., District Court, District Attorney's Office.

FINANCIAL RESPONSIBILITIES: None

ESSENTIAL FUNCTIONS:

1. Provide immediate crisis and safety counseling to victims of DV when contacted by police departments
2. Provide court accompaniment to domestic violence victims at criminal proceedings
3. Follow-up calls with victims, referrals, information and services AWP performs
4. Systems advocacy to police departments, District Attorney's office, District Justices and other victim service agencies
5. First Response statistical information gathering and record keeping
6. Court accompaniment to contempt hearings
7. Develop and implement working guidelines with participating police departments
8. Liaison between police departments and legal systems with victims of domestic violence
9. Review permission slips with participating police departments and follow-up with victims
10. Flexible schedule to enable participation and attendance at conference and trainings provided by PCADV, PCCD, Dept. of Justice and STOP relevant to criminal proceedings, system advocacy, and new law
11. Assist victims of domestic violence in completing Victim Impact statements and Victim Compensation forms
12. On-going outreach to police departments
13. Adhere to the confidentiality policy and other policies of A Woman's Place
14. Contribute to the positive work environment of the organization
15. Provide transportation to clients as needed.

OTHER FUNCTIONS:

1. When requested by the Director attend Protection From Abuse Court for designated assignments
2. Provide assistance with pro se conflict protection from abuse
3. Assist with legal programs record keeping, and statistical paperwork
4. Assist with legal trainings and education for new volunteers on Protection from Abuse Act, and the Pro Se process
5. Assist with Police Department trainings when requested
6. Other duties as assigned

JOB DIMENSIONS:

ASSIGNMENT AND APPROVAL OF WORK: Legal Advocacy Program Director

RESPONSIBILITY AND DECISION-MAKING:

REPORT PREPARATION:

JOB REQUIREMENTS:

EDUCATION: 3 years of related work or life experience, and/or bachelor's degree.
Domestic violence training to be completed within 30 days of hire

EXPERIENCE & QUALIFICATIONS:

1. Sensitivity to women's issues and children's issues

2. Ability to work with diverse populations
3. Dedicated to feminist principles
4. Understanding of domestic violence and related issues
5. Ability to function in a team environment
6. Demonstrated ability to handle confidential information
7. Ability to deal well in crisis situations
8. Flexibility
9. Strong communications skills
10. Understanding of the civil and criminal system
11. Strong organizational skills
12. Work well independently
13. Bilingual background desirable

LICENSE/CERTIFICATIONS: Valid Pennsylvania Driver's License and automobile insurance.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:

1. operation of office equipment
2. Lifting up to 35 lbs
3. Use of a computer, shredder, copy machine
4. Travel involved
5. Exposure to cleaning supplies, office chemicals, paint and insecticides

This is not an employment contract. A Woman's Place has the right to change duties and responsibilities as needed.

SIGNATURE

DATE