

A WOMAN'S PLACE POSITION DESCRIPTION

Title: Medical Advocate

Department: Client Services

Employment Status: Part-Time

Wage and Hour Status: Non-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 empowerment counseling and support to victims of domestic violence who disclose abuse while in a medical facility and/or when advocate accompaniment is requested for an Intimate Partner Violence forensic exam.

Organizational Relationships: Reports to the Community Counseling Coordinator. Works cooperatively with Victim Response Advocates, Community Counseling Advocates, Resident Counseling Advocates, Community Educators and other AWP staff and volunteers.

Other Relationships: Medical Professionals, Network of Victim Assistance, Victim Specialist Unit, local police departments, and other community partners/resources.

Essential Functions/Responsibilities:

1. Provide onsite accompaniment to intimate partner violence (IPV) forensic exams in collaboration with the Network of Victim Assistance (NOVA).
2. Work collaboratively with the NOVA forensic nurse as needed during the exam.
3. Respond on site or via telehealth to survivors who are referred by hospitals or clinics.
4. Provide a supportive trauma-informed environment to engage in mutual dialogue that allows the survivor to feel safe, validated and understood.

5. Provide education about trauma and domestic violence while providing support to the survivor in safety planning, goal setting, exploring options, information about victims' rights and providing resources/referrals.
6. Collaborate with A Woman's Place Educators in providing training about domestic violence to medical professionals.
7. Work to establish and build relationships with medical professionals.
8. Timely data entry in order to maintain accurate statistical databases.
9. Adhere to the confidentiality policy and other policies of A Woman's Place.
10. Contribute to the positive work environment of the organization
11. Provide back up on call support for medical advocacy accompaniment needs.

Criteria/Requirements:

1. Commitment to AWP's Values, Mission and Vision statements.
2. Adherence to the Personnel Policies of AWP
3. Successful completion of Domestic Violence Direct Service Training course and continuing educational requirements.
4. Honesty and trustworthiness in all relationships.
5. Takes accountability for their work and decisions made within the work place.
6. Commitment to ethical guidelines and behavior in all settings.
7. Excellent and effective written and oral communication skills.
8. Ability to make independent decisions and solve complex problems with always keeping the safety of survivors at the center of attention
9. Ability to work independently as well as in a team setting.
10. Emotionally resilient and able to withstand pressure on an on-going basis.
11. Deals with difficult situations while maintaining quality of services.
12. Adapts readily to changing work environments, work priorities and organizational needs.
13. Reliable Transportation

Education:

Bachelor's Degree in a related field and/or
2 years of related work experience

Characteristics:

1. Treats all people with respect, values diverse populations and cultures.
2. Self-motivated and able to work independently.
3. Demonstrated degree of initiative and creativity.
4. Must be flexible and have the ability to multi task.
5. Anticipates problems and seeks resolutions.
6. Ability to prioritize tasks and requests and work in a confidential setting.
7. Reliable, personally responsible and trustworthy.
8. Willingness to work varied hours including some weekends and evenings.
9. Data Entry Skills.
10. Microsoft Office, Outlook and Excel Proficient.

License/Certifications:

1. 3/34 clearance
2. Valid Pennsylvania Driver's License
3. Valid vehicle registration and insurance

Physical Demands/Environmental Conditions:

1. Operation of office equipment
2. Routine travel
3. Willingness and ability to work varied hours, including nights and weekends a month
4. Exposure to cleaning supplies, office chemicals and insecticides.