

**A WOMAN'S PLACE (AWP)  
POSITION ANNOUNCEMENT**

**TITLE:** Victim Response Advocate

**DEPARTMENT:** Victim Response Team

**EMPLOYMENT STATUS:** Full-Time

**WAGE & 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 crisis and safety counseling as well as legal options counseling to victims of domestic violence when contacted by local police departments and provide court accompaniment through the civil and criminal justice system.

**ORGANIZATIONAL RELATIONSHIPS:** Reports to the Victim Response Program Manager. Work cooperatively with Counselors, Resident Counseling Advocates and other AWP staff and volunteers.

**OTHER RELATIONSHIPS:** Police Dept., District Court, District Attorney's Office, lawyers, judges, legal aid, community members and agencies.

**ESSENTIAL FUNCTIONS:**

1. Provide crisis and safety counseling as well as legal options counseling to victims of domestic violence when contacted by police departments.
2. Counsel individuals in person or by telephone concerning incidents of domestic violence. Assist in empowering victims to make informed decisions regarding their safety. Inform service recipients of available legal options and services provided by A Woman's Place.
3. Provide legal advocacy assistance in the preparation and filing of Protection from Abuse (PFA) forms, Contempt Petitions, and other documents through confidential personal discussions, and clarification of incidents of abuse.
4. Provide safety planning, advocacy and in person court accompaniment as needed in PFA related, contempt and criminal procedures.

5. Provide advocacy as needed with police departments, district attorney's office, district justices, legal aid attorneys and other victim service agencies.
6. Record required data about service recipients daily to generate needed statistics. Obtain and record weekly court results and follow-up with service recipients.
7. Inform victims of their rights and assist victims of domestic violence in completing and submitting Victim Compensation forms.
8. Act as liaison between police department and legal systems with victims of domestic violence as needed.
9. Compile daily records required for grant purposes and develop monthly statistics concerning all legal activities for the month.
10. Participate and attend conferences and trainings in addition to participating education and outreach activities with law enforcement and legal systems, some that might require flexible scheduling.
11. Assist victims of domestic violence in completing Victim Impact statements and Victim Compensation forms
12. Provide follow-up support services in order to assist victims with stabilizing their lives going forward.
13. Provide on call support as needed
14. Adhere to the confidentiality policy and other policies of A Woman's Place
15. Contribute to the positive work environment of the organization
16. Adhere to the confidentiality policy and other policies of A Woman's Place.
17. Contribute to the positive environment of the agency.

#### **CRITERIA/REQUIREMENTS**

1. Commitment to AWP's Values, Vision, and Mission statements; self-motivation; self-discipline; accountability and excellence.
2. Flexibility in scheduling
3. Adherence to the Personnel Policies of AWP.
4. Successful completion of Domestic Violence Direct Service Training Course and continuing education requirements as outlined in AWP's Personnel Policies.
5. Understand, embrace and interface with diverse populations promoting equity, inclusivity and belonging.
6. Honesty and trustworthiness in all relationships.
7. Emotionally resilient and able to withstand pressure on an on-going basis.
8. Reliable transportation.

#### **EDUCATION:**

1. Bachelor's degree preferred in a related field and/or
2. Two years' work experience

#### **CHARACTERISTICS:**

1. Honest and trustworthy
2. Self-motivated and able to work independently
3. Cooperative and open-minded
4. Value collaboration
5. Creative and willing to take initiative
6. Maintain high standards for all work
7. Reliable and personally responsible
8. Resourceful
9. Extremely organized
10. Treats all people with respect,
11. values diverse populations and cultures.

12. Anticipates problems and seeks resolutions
13. Ability to prioritize tasks and requests and work in a confidential setting
14. Ability to work flexible hours and on call
15. Data Entry Skills
16. Proficiency in computer skills, especially using Outlook, Word, Excel, ETO and customized databases

**LICENSES / CERTIFICATIONS:**

1. 33/34 Clearance.
2. Valid Driver License.

Valid vehicle insurance.

**PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:**

1. Operation of office equipment
2. Use of a computer, shredder, copy machine
3. Travel involved
4. Exposure to cleaning supplies, office chemicals, paint and insecticides