

**A WOMAN’S PLACE (AWP)
POSITION DESCRIPTION**

TITLE: First Response Advocate

DEPARTMENT: First Response

EMPLOYMENT STATUS: Full-time

WAGE & HOUR STATUS: Exempt

SALARY RANGE: Grade 4

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 and provide court accompaniment through the criminal justice system.

ORGANIZATIONAL RELATIONSHIPS: Reports to the First Response Manager. Work cooperatively with Legal Advocates, Counselors, Shelter Advocates and other AWP staff and volunteers.

OTHER RELATIONSHIPS: Police Dept., District Court, District Attorney’s Office, lawyers, judges, community members and agencies.

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. Follow up with victims referred through police contact forms
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. Accompany victims to local hospitals during forensic exams
13. On-going outreach to police departments
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. Provide transportation to clients as needed.

CRITERIA/REQUIREMENTS

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

EDUCATION:

1. Bachelor's degree preferred in a related field and/or
2. Two year's 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, values diverse populations and cultures.
11. Anticipates problems and seeks resolutions
12. Ability to prioritize tasks and requests and work in a confidential setting
13. Ability to work flexible hours and on call
14. Data Entry Skills
15. 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. 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