

# Safe+Sound Somerset

**Position:** Bilingual Domestic Violence Advocate

**Reports to:** Domestic Violence Advocacy Coordinator

**Status:** Full-time

**Performance Standards:**

- Participates in domestic violence training and demonstrates an appropriate level of understanding consistent with job responsibilities.
- Demonstrates skills and competencies necessary to meet standards of the job responsibilities and functions.
- Performs all duties and demonstrates behaviors and attitudes consistent with the agency's mission and core values.
- Participates in building and maintaining positive & respectful working relationships through effective communication, performance improvement, evaluation and teamwork.
- Demonstrates cultural competence and provides services without bias.
- Be of good character and reputation; sufficient physical and mental health to satisfactorily perform job duties and maintain regular, punctual attendance.
- Accomplishes individual and team goals/objectives established by supervisor at onset of employment and/or based on prior performance evaluations.
- Works within agency safety and confidentiality policies and guidelines.
- Signed Confidentiality Statement required – agency will provide

**Position Summary:**

Domestic Violence Advocate provides empowerment-based advocacy to victims of domestic abuse and their families. Specifically, a Domestic Violence Advocate performs the following duties:

- Provides advocacy in and out of domestic violence court & case management to assigned, adult clients by collaboratively creating a case plan with goals to achieve independent living, free from domestic abuse.
- Provides and/or coordinates legal advocacy to clients seeking temporary and/or final restraining orders of protection in court through preparation, accompaniment and pro bono attorney assignment, as needed.
- Helps clients achieve financial independence through education, job training & coaching, professional mentoring, budget counseling, housing advocacy and accessing social services.
- Promotes self-advocacy to survivors of domestic violence.
- Updates and maintains community resources.
- Builds and maintains relationships with external supportive agencies.
- Maintains relationships with court and law enforcement.
- Coordinates and/or provides transportation, as needed.
- Meets weekly with clients to review goals, progress & challenges.
- Advocates work a flexible schedule to meet the needs of assigned clients.
- Coordinate client information/training/education opportunities, including but not limited to scholarship applications, life skills workshops, resume writing, interview skills, legal clinics and legal workshops.
- Maintains accurate, up to date client records and case notes.
- Answers emergency hotline, as needed, to provide breaks for hotline staff.
- Bilingual staff provides rotating bilingual back-up.

**Required Minimum Education & Experience:**

- Bachelor's Degrees in Social Work, Psychology, Criminal Justice, Education or related field.
- Two years of experience preferred.
- Bilingual (English/Spanish) strongly preferred.
- Agency provides initial & ongoing domestic violence & job specific training.

**Prepared by:**

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