

**Center Against Sexual and Family Violence  
Job Description**

**Title:** Advocate-FRC #2  
**Supervisor:** Associate Director for Client Advocacy  
**Status:** Non-Exempt  
**Funding Sources:** 66% HHSC, 34% VOCA

**Scope of Duties:**

Provides information regarding protective orders and assists clients with the completion of protective order application and affidavit. Responsible for individual and group counseling. Assessing client needs in making referrals to community agencies. Able to identify dysfunctional behavior/behavior disorder as a result of domestic violence and/or Sexual assault.

Perform other duties as assigned. Evening and weekend work may be required.

**Essential Job Functions:**

1. Conduct a comprehensive written assessment, safety plan, and service plan
2. Escort and/or transport clients to court hearings.
3. Advocate for clients within the various community systems (medical, social, criminal justice, etc.)
4. Support and follow up with clients regularly as they work to attain their goals.
5. Attend and participate in, staff meetings, case staffing meetings, and any other meetings required to maintain and improve the shelter facility and client services.
6. Ensure that a comprehensive written assessment, service plan, and safety plan are included in each client's file.
7. Be familiar with legal services, resources, and procedures available to victims of sexual assault and/or domestic violence in each county where service is provided.
8. Become very familiar with and abide by Center's policies and procedures and Texas laws pertaining to family violence, sexual assault and child abuse.
9. Plan and implement activities for clients as part of the empowerment process.
10. In a timely manner comply with and compile statistics as required by the Osnum Database program and other data bases required for funding sources.
11. Provide hospital accompaniment to survivors of sexual assault. On-call duty for hospital accompaniment includes weekend or night visits. Be placed on call roster a minimum of two shifts monthly, one of which is weekend/night.

**Other Duties:**

1. Assist and/or serve as contact person for Texas Rio Grande Legal Aid which may include completing legal intakes, attending meetings, and participating in trainings.
2. Increase the Center's visibility in the community by attending assigned meetings and participating on behalf of the agency.
3. Make community presentations on an on-call basis.
4. Other duties as assigned when needed

Minimum Qualifications:

Bachelor's Degree in social services related field. However, a combination of education and experience that can support the successful performance of the job will also be considered. Computer proficiency in Microsoft applications. Demonstrated ability in developing protocols and related documentation. Must have own transportation, valid Texas driver's license, and current insurance.

Knowledge, Abilities, and Skills:

- Knowledge of child development, parenting skills, and dynamics of family relationships.
- Working knowledge of Texas law pertaining to family violence, as well as the justice system response to domestic violence.
- Highly developed interpersonal skills.
- Highly developed written and verbal communication skills.
- Deliver presentations before public groups.
- Knowledge of working with volunteers, developing and organizing systems and people.
- Ability to develop positive relationships with individuals in the community.
- Proficiency in basic computer applications.
- Excellent follow-through and proven skills.
- Should be creative, articulate, and diplomatic.
- Ability to work independently as well as part of a team.
- Strong self-starter who feels comfortable taking the initiative in problem solving in order to meet the needs of clients
- Willingness to work flexible and irregular hours during peak periods.

Special Qualifications:

The ability to speak and write in Spanish.

This job description should not be construed to imply that these requirements are the only duties, responsibilities, and qualifications for this job. Incumbent may be required to follow any additional related instructions, acquire related job skills, and perform other related work. It is understood that during peak/critical times, staff may be asked to perform other duties not specifically outlined in their job description.

I have read and understood the Family Advocate job description and am able to perform all functions described.

Signature \_\_\_\_\_

Date \_\_\_\_\_