

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

TITLE: Advocate-Outreach #2
SUPERVISION: FRC Advocate Coordinator
STATUS: Non-exempt, 1.0 FTE
FUNDING: OVAG – 47%; OVW-Rural – 53%

Scope of Duties:

Under general supervision of Family Resource Center Advocacy Coordinator & Assistant Director of Client Advocacy, provides services to victims of domestic violence and sexual assault in rural communities of El Paso County, and may include but is not limited to Culberson and Hudspeth counties. Direct services may include but are not limited to intakes, assessments, processing of Crime Victims Compensation and Texas VINE applications, support groups, advocacy, crisis intervention, emergency transportation, legal advocacy, community education and presentations.

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 with clients.
2. Advocate for clients within the various community systems (medical, social, criminal justice, Housing, labor, etc.)
3. On call for sexual assault hospital accompaniment on at least 4, six hour, shifts a month to include one holiday a year.
4. Support and follow up with clients case regularly as they work to attain their goals.
5. Attend and participate in program review, staff meetings, case staffing meetings, and any other meetings required to maintain and improve client services.
6. Ensure that a comprehensive written assessment, service plan, safety plan, case notes and all other required documentation are included in each client's file.
7. Be familiar with legal services, resources, and procedures available to victims in each county where service is provided.
8. Required to develop partnerships in perspective communities to find locations to hold groups and conduct intakes/assessments.
9. Develop and implement group sessions for clients, utilizing best-practices model for intervention and prevention of family violence and/or sexual assault.
10. Become very familiar with and abide by CASFV's policies and procedures and Texas laws pertaining to family violence, sexual assault and child abuse.
11. Compile statistics for the end of the month, as needed by the Associate Director of Client Advocacy or Development Director.
12. Provide training on sexual violence and domestic violence services related to adults.
13. Perform general office tasks including, but not limited to, answering and directing telephone calls, filing, faxing, and typing.
14. Answer Hopeline calls. Make and document referrals to community resources.
15. Compile statistics for the end of the month, as needed by the Associate Director of Client Advocacy or Development Director.
16. Notify Operations and Technology Directors of any needed equipment or facility repairs or maintenance.
17. Crosstrain in residential and nonresidential advocacy in the areas of sexual abuse and domestic violence.

Other Duties:

- Participation in clients "staffing" and FRC meetings.
- Assist with FRC activities such as summer camp or client gatherings.
- Answer phones and provide crisis intervention on the hotline.

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 Skill

- Basic knowledge of the dynamics of family violence
- Ability to learn about the dynamics of family violence extensively, along with working knowledge of Texas law pertaining to family violence and criminal justice system response in different targeted areas.
- Highly developed interpersonal skills.
- Highly developed written and verbal communication skills.
- Deliver presentations to a public group.
- Knowledge of working with volunteers, developing and organizing systems and people.
- Ability to develop positive relationships with individuals in targeted communities.
- Proficiency in basic computer applications.
- Excellent follow through and proven skills.
- Should be creative, articulate, and diplomatic.
- Ability to work independently as well as a team member.
- Strong self-starter who feels comfortable taking the initiative in problem solving in order to meet the needs of clients.
- Willingness to work flexible hours and irregular hours during peak periods.
- Ability to drive long distances for extensive hours.
- Ability to empower clients by allowing them to make their own choices while offering supportive guidance utilizing community resources in perspective areas.

Special Qualifications:

Ability to speak and write in Spanish required.

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.