



Position Title: Domestic Violence Advocate

Reports to: Director of Victim Services

Salary Range: \$40 - 45k, based on experience

Job Summary:*The goal of the Domestic Violence Advocate is to provide mobile case management, support, advocacy, and assistance to victims of domestic violence throughout the healing process*. The DV Advocate will work with clients in the community to provide referrals, assistance, and accountability. This is a hybrid position, but will maintain part-time hours in office, as determined by the supervisor. This position requires the individual to be flexible, mobile, and agile to meet the needs of the client. A high degree of emotional intelligence is needed for this role. ~~Some weekend~~

~~hours are required.~~
Case Management and Advocacy

- Provide immediate crisis intervention via telephone and/or in person with the victim.
- Ensure that victims know and understand their rights.
- Work with victims to identify immediate needs and make referrals for services based of the individual goals of the client.
- Complete a needs assessment and other paperwork.
- Inform and assist victims to apply for victim compensation.
- Provide follow up through phone calls, virtual meetings, and/or in-person meetings.
- Maintain a thorough knowledge of the resources in the community and share with clients.
- Answer the crisis line and provide on-call assistance on some weekends and evenings.
- Participate in Domestic Violence Coordinating Council (DVCC) meetings.
- Maintain client records and prepare program reports.
- Other duties as assigned.

RECORD KEEPING

- Complete weekly, monthly and semi-annual reports as directed
- Update client database daily (case notes, activities, referrals).
- Oversee completion of various questionnaires to be able to measures outcomes

- Document pertinent information in client files which would include, goal plans, advocacy letters and benefits applications.
- Ensure completion of all financial assistance forms.
- Perform other duties as assigned.

MEETINGS

- Attend staff meetings
- Attend trainings
- Participate in community meetings as directed

TECHNOLOGY REQUIREMENTS

- Must be knowledgeable in Office365 Suite and basic computer functions
- Must be able to work efficiently in our client database, Apricot
- Must adapt quickly to evolving technology needs and requirements to maintain client records and complete basic job functions

Qualifications:

- Bachelor's degree in Human Services or similar field.
- A minimum of three years of human services experience
- Ability to work with a team and independently – **must be self-directed.**
- **Excellent emotional intelligence and communication skills!**
- Must possess excellent organizational skills.
- Must knowledgeable in Office365 Suite and basic computer functions.
- Must adapt quickly to evolving technology needs to maintain records and complete basic job functions.
- Ability to **maintain confidentiality and personal boundaries.**
- Valid South Carolina driver's license, clean driving record and willingness to travel.
- Must pass background checks.
- Must become a Certified SC Victim Service Provider within one year of employment.