POSITION DESCRIPTION

WoMen's Rural Advocacy Programs, Inc.

Serving Victims/Survivors of Domestic Abuse in Lincoln, Lyon, Redwood and Yellow Medicine Counties

POSITION TITLE: Redwood County/Regional Domestic Abuse Advocate
ACCOUNTABLE TO: Executive Director
LOCATION: Primarily working out of the Redwood Falls office *(*travel within other WRAP Service Areas required on a regular basis)*
Status: Hourly, Full time 40 hours per week
Pay Range: $14.00 -$15.00/hour
Benefits include: 100% Employer-paid medical, PTO, paid holiday

PRIMARY OBJECTIVES OF POSITION:
Ensure safety, provide advocacy and support, and offer options, referrals and resources to victims of crime through 24-hour crisis response.
Facilitate awareness and educational opportunities within local communities.
Collaborate and communicate effectively and professionally with criminal justice agencies and system's partners to encourage and build a system of accountability for perpetrators.

SUPERVISION EXERCISED: May supervise temporary workers, interns, volunteers, or other employees as directed or assigned by Executive Director.

JOB SUMMARY:

- Provides crisis intervention, follow up, support, advocacy, information and referral to clients in person or via crisis line; assesses for safety; arranges for hotel/motel placement and transportation; safety planning; accompanies clients to appointments; provides follow-up and/or support at the hospital/clinic
- Assists and provides advocacy with Orders for Protection and related civil orders; assists with Harassment Restraining Orders when related to domestic violence and/or stalking.
- Facilitates empowerment groups for Domestic Violence Victims, if applicable for respective county
- Serves as a key liaison between victims and the court system. Explains the criminal justice process and prosecution procedures. Attends court proceedings; arranges transportation for victims if needed; provides victims with case updates; reviews criminal justice complaints; reviews charging, plea, and sentencing.
- Contacts individuals through the criminal justice intervention process to provide victims with information on rights, resources, and services provided; provides advocacy, ongoing support; follow up, and other options.
- Assists victims in filing for restitution/reparations.
- Maintains professional working relationship local with Criminal Justice agencies; sets practices for receiving Police Reports and Calls for Service.
- Attend Task Force groups in assigned county or region. Reviews relevant policies, procedures and/or working agreements annually to improve the systematic response for victims/survivors. Offers ongoing updates, educational opportunities, and legislative updates.
- Updates and reviews hotel/motel provider working agreements annually. Offers training to hotel/motel staff on available services, placement policies and procedures, and general client safety in assigned county.
- Educates and informs the community through media, presentations, area events, and other communications.
- Serves on committees, boards, etc. in consultation with the Executive Director.
- Keeps accurate database and records of services provided; tracks criminal cases; submits reports as required to Executive Director and shares with other entities as appropriate.

- Attends interagency meetings, trainings and workshops pertinent to advocacy services in consultation with the Executive Director.
- It is expected that the staff perform direct services and outreach within their assigned county as well as the additional counties WRAP serves on an as needed basis within their weekly assigned hours
- Participates in agency development events as consultation with the Executive Director.
- Provides opportunities for volunteers and interns, which includes recruiting, interviewing and supervision.
- Is available to participate in on-call rotating schedule, which includes rotating holidays.
- Must be able to travel in service to agency needs, including, but not limited to, direct services, trainings, meetings, and presentations.

OTHER RESPONSIBILITIES:

- Performs other duties and assumes additional responsibilities in consultations with the Executive Director

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience

- High School diploma or equivalent, (G.E.D.)
- Bachelor's degree in criminal justice, paralegal, human services, social work or related field desirable but not required.
- Minimum of one year experience working with victims or related work experience and/or prior crime victims training preferred but not required.

Necessary Knowledge, Skills and Abilities

- Knowledge of and sensitivity to domestic violence victims/survivors; working knowledge of the legal and social service systems, referral sources/options.
- Skill in managing crisis situations; skill in multi-tasking and operating the listed tools and equipment;
- Ability to establish and maintain effective working relationships with co-workers, supervisors, clients and the general public; ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

- Must possess and maintain a valid state driver's license and insured reliable vehicle.

TOOLS AND EQUIPMENT USED

- Requires use of a computer (MS Office Suite), Microsoft Outlook, Gmail and other office and communication equipment.

Physical Demand and Work Environment:

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, communicate effectively with clients, travel, and operate office equipment. Employee is required to be mobile and lift at least 25 lbs.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

It is the policy of this agency to provide equality of opportunity in employment to all persons, to prohibit discrimination because of race, color, religion, national origin, place of residence, political affiliation, disability, marital status, status with regard to public assistance, gender, sexual orientation, or age in all aspects of its personnel policies, programs, practices, or operations.

Please send Cover Letter and Resume as soon as possible,
to Becci tenBensel, Executive Director, yellowmedicine@letswrap.com.