SAVV Victim Advocate Job Description

POSITION SUMMARY

Reporting directly to the Executive Director or designee, the Victim Advocate has the overall responsibility of providing and coordinating the needs of clients and their families, ensuring inclusivity for services to unserved and underserved populations, including, but not limited to, rural areas, non-English speaking individuals, persons of color, and various geographical areas without services. This position is responsible for both Victim Advocate Specific Duties and General Duties and Responsibilities as outlined below.

COMPENSATION AND DETAILS OF EMPLOYMENT

- Compensation Range: Based on experience and qualifications
- Classification: Non-exempt
- Work Schedule: Full-time/ 35-40 hours per week, Monday through Friday. Some weekend and evening hours
  - On certain occasions, such as responding to a crisis call, the advocate may be asked by the Executive Director to work outside core hours to contribute towards meeting the objectives of the Program. In such instances, the advocate shall be compensated accordingly.

GENERAL DUTIES AND RESPONSIBILITIES

- Provide crisis intervention and referral services to domestic violence survivors
- Provide or arrange for domestic violence education, legal support, counseling, support groups, social services, housing and/or other sources of support and advocacy
- Ensure that all families and individuals have a safety plan
- Ensure professional relationships with clients to create an atmosphere of empathy, safety, care and support
- Work to eliminate barriers to service, particularly for survivors from historically oppressed communities. Document work efforts in order to develop more effective ways to reach and serve minority/underserved populations who are at risk for family violence
• Foster and maintain positive relationships with community members, partners, and other service providers
• Educate community members, professionals, and other organizations about SAVV services
• Actively participate in monthly multidisciplinary team meetings, collaborative meetings, and weekly staff meetings as scheduled and assigned by the Executive Director or designee
• Ability to maintain and update shared calendar daily
• Provide accurate information into grant database
• Meet with the clients offsite and/or hotel if necessary
• Update and maintain SAVV’s resource and referral guide
• Provide outreach to promote the mission, fund raising efforts, current and future events, and training opportunities

REQUIRED SKILLS

• Basic knowledge of computer programs and data entry
• Willingness to learn and work as a team member
• Exhibits energy, enthusiasm, and an interest in working in the nonprofit sector
• Flexibility, able to adapt to task/schedule changes without notice
• Knowledge of and sensitivity to survivors of violence
• Demonstrates the ability to work with culturally and economically diverse populations
• The ability to work independently with minimal supervision
• The ability to utilize conflict resolution techniques with peers, management, other agencies, and the public
• The ability to communicate challenging/sensitive workplace concerns and possible solutions directly to management in order to help develop resolution options
• Possess excellent communication skills and the ability to exhibit warmth and empathy

QUALIFICATIONS

• Fluent in both English and Spanish preferred
• High school diploma or equivalency is required; college degree or relative coursework desirable
• BA in social science and experience in non-profit work preferred. Relevant work experience in lieu of education accepted
• Demonstrates experience handling crisis situations
• Experience working with at-risk communities and/or domestic violence related issues preferred
• Strong computer skills and experience with data management and record keeping, including social media platforms
- Possess a valid California driver’s license, automobile, and current vehicle insurance, with clean driving record
- CPR/First Aid certification desirable, but not mandatory
- Must have or be willing to obtain certification as a 40-hour trained California State Domestic Violence Counselor
- Flexible to adjust the typical workweek to accommodate a 24/7 hotline and crisis response schedule or weekend/after-hours outreach events

**How to Apply**

Interested applicants must submit a cover letter and resume via email to denise@savvcenter.org Please use “Victim Advocate” in the subject line

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Solano Advocates for Victims of Violence (SAVV) is an equal opportunity employer and does not discriminate on the basis of ancestry, age, color, disability (physical and mental, includes HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, military or veteran status, national origin, race, religion (includes religious dress and grooming), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, or request for Family Medical Leave Act (FMLA). This policy also applies to deliveries of services to clients and volunteers. Equal employment opportunity will be extended to all persons in all aspects of the employment relationship, including but not limited to recruitment, hiring, training, promotion, transfer, discipline, and termination.