

Options, Inc (A Safe Port In A Storm)

Outreach Domestic Violence/Sexual Assault Intervention Outreach Advocate

The Advocate is responsible for all primary advocacies (short –term strategies for intervention). The Advocate’s foremost responsibility is to facilitate each victim’s (participant’s) immediate plan of action. The Advocate works with the participant from the initial point of contact on issues of crisis intervention, domestic violence education and specific short-term goals to make the participant and her children physically and emotionally safe.

Responsibilities:

- Provide outreach crisis intervention ensuring callers or drop bys have immediate access.
- Screens and conducts initial intake on all individuals requesting services.
- Conduct intake interview and provide orientation to individuals requesting shelter and those needing supportive services only.
- Ensures that precautions are taken to provide security and confidentiality for all participants.
- Provide weekly staff reports or alerts to the Executive Director about issues of concern.
- Provides education to individual victims regarding dynamics of domestic violence, safety planning, Orders of Protection, court and law enforcement procedures, and other information needed to access the justice system.
- Establishes and maintains a collaborative and cooperative relationship with court personnel, law enforcement, prosecution, victim assistance and legal representation programs, to resolve frustrations, conflicts, and other barriers to victim access to the justice system.
- Assumes, when necessary and only at the direction of the victim, the role of liaison with civil and criminal justice system personnel, keeping the victim fully informed of possible consequences and outcomes.
- Assists, at victim’s request, with follow-up advocacy with court and law enforcement personnel, prosecutors, probation, and parole personnel, juvenile authorities and victim’s attorney.
- Works in collaboration with Coordinator to assist with creating Coordinated Community Response Team, assist with scheduling training and partnership agreements.
- Build volunteer base to assist and provide advocacy for sexual assault victims as needed at Dumas Hospital and McGehee Hospital,
- Complete an advocacy report for each victim and maintain court advocacy statistics.
- Provide participate with crisis intervention, ongoing emotional support, and domestic violence education, including encouragement/self-advocacy education.
- Assistance with order of protection, attend court with victim, and as necessary transport participant to emergency shelter in Monticello.

I agree to perform any other duties that may be assigned by the Executive Director.

I have read the above named job description and other requirements and agree to perform the job description and requirements as described to the best of my abilities.

Signature

Date