**ADVOCACY SERVICES SPECIALIST**

**JOB DESCRIPTION**

**Status:** Full Time / Non-Exempt

**Hours:** Monday-Friday (on call rotation)

**Reports to:** Director of Advocacy Services

**POSITION SUMMARY:** Partners with clients to provide support in working with systems (courts, providers, CPI, etc.). Develops a network of relationships with these systems to educate about the dynamics of abuse, trafficking, stalking, and enhance the ability to be a liaison and advocate for clients and their families. Specialist will provide individual, group sessions and facilitate group, training, and community awareness events. Provide hospital response for forensic nurse exams.

**DUTIES AND RESPONSIBILITIES:**

1. Responsible for implementing all programmatic and agency protocols as directed.
2. Provide legal advocacy; court monitoring, court preparation and court accompaniment as necessary to survivors of family violence and sexual assault, for clients receiving advocacy services. Legal Advocate will also be available to provide legal advocacy for clients of other agency departments as needed.
3. Provide assistance with Crime Victims Compensation and VINE to survivors of family violence and sexual assault. Review all CVC applications prior to submission to the state. Provide assistance and training to staff with Protective Order applications, refer and link to other legal assistance entities as needed.
4. Coordinate all incoming Danger Assessment- Law Enforcement (DA-LE), assign follow-up to advocates. Coordinate weekly attendance of DVHRT staffing. Coordinate with law enforcement, advocates, and Director of Advocacy Services regarding any concerns or clarifications for the DA-LE Program.
5. Work closely with other advocates to ensure survivors are offered legal remedies they are entitled to. Attend weekly staff meetings, keeping team members up to date on legal program and resources. Problem solve with Director of Advocacy and team members to assure the full continuum of services for survivors is provided when barriers may present.
6. Maintain accurate client paperwork, data entry, and compile monthly statistical data in a timely manner as required by funders and/or agency.
7. Work in collaboration with community resource providers for support, assistance, and services to survivors of family violence and sexual assault.
8. Participate in planning and executing awareness events throughout the year to bring community awareness to Domestic Violence, Trafficking, and Sexual Violence.. Engage in community education events, presenting to area groups, colleges, community partners, and other groups requesting information on domestic violence and sexual assault.
9. Serve as a court/ DV docket monitor, monitoring the response of the legal system to victims of family violence and sexual assault on an as needed basis.
10. Responsible for holding client meetings to help achieve desired outcomes.
11. Provide referrals and resources to clients.
12. Facilitates educational/ support groups under the direction of the Director of Advocacy Services.
13. Respond to the hospital or CAC for sexual assault nurse exams advocacy.
14. Upholds all laws, policies, and procedures of Family Support Services, the State of Texas, City, County, and Federal regulations.
15. Attend all meetings required.
16. Maintains confidentiality of clients according to federal, state and agency guidelines, and confidentiality of Safe House site.
17. Perform other duties as assigned by the Director of Advocacy or Chief Executive Officer.
18. Other related duties as required.

**REQUIRED COMPETENCIES:**

1. Effectively provides or ensures that active assistance is provided to clients.

2. Demonstrates effective listening skills.

3. Effectively engages clients in obtaining self-sufficiency.

4. Knowledge of dynamics of domestic/ family violence, sexual assault, and trafficking.

5. Knowledge of impact of trauma.

6. Ability to work well independently with minimum supervision.

7. Knowledge of group facilitation and dynamics.

**Crisis Intervention Techniques**

1. Effectively demonstrates de-escalation of agitated clients.
2. Assesses potential crisis situations and takes appropriate action.
3. Reacts timely and logically in crisis.
4. Responds appropriately to callers on the crisis line.

**Case Management**

1. Demonstrates knowledge of community resources.
2. Demonstrates and is knowledge resource for other team members in; Crime Victims Compensation, obtaining Protective Orders, Vine, Violence on Women Act (VOWA) and its’ legal remedies, landlord tenant rights, Address Confidentiality Program, law enforcement investigation and process, Child Protective Services process and parents’ rights.
3. Demonstrates competency in forming relationships and coordinating with other agencies.
4. Utilizes a case management style that encompasses a hands on approach to identified areas of need within the CPS and legal systems (completing paperwork, assisting with obtaining needed paperwork, transport and or attending meetings with clients).
5. Demonstrates respect and caring to clients.
6. Formulates appropriate referrals.

**Documentation**

1. Completes all documentation thoroughly, accurately, and in a timely manner.
2. Develops, implements, updates, and monitors progress on goals and objectives on individual case plans in a timely manner.

**OTHER SKILLS:**

1. Excellent written and oral communication skills
2. Highly organized and able to multitask.
3. Excellent critical thinking.
4. Capable of working well under pressure and/or deadlines.
5. Work effectively as a team member.
6. Effective time management skills.

**QUALIFICATIONS:**

1. A minimum of a bachelor’s degree in human services field (counseling, social work, psychology, sociology, or other behavioral health science) equivalent combination of experience and education may substitute for education.
2. Valid Texas Driver’s License and proof of auto liability insurance.
3. Clean criminal background check.
4. Proficient computer skills using MS Programs. Database knowledge helpful.

**PHYSICAL REQUIREMENTS:**

* Ability to sit at a desk and perform routine paperwork.
* Ability to communicate by telephone.
* Ability to travel between assigned work sites by automobile.
* Ability to lift 25 pounds.

I have received a copy and have read the position description for this position.

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*Print Name*

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