



Advocate

Northern Kentucky Shelter Covington

JOB SUMMARY: Under the supervision of the Shelter Manager or Coordinator, provides full range of crisis intervention: assessment, counseling, advocacy, and referral services to victims of domestic violence, rape, and related abuse.

10 hour shifts- Nights: Thursday, Friday, Saturday and Sunday 11:00pm-9:00am

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Provide crisis intervention, intake, and assessment services to clients

- Applies Kentucky Coalition Against Domestic Violence (KCADV) Victim Service Standards and the Kentucky Association of Sexual Assault Programs (KASAP) Standards for survivors of rape
- Educate clients concerning basic processes of legal system
- Educate clients on the dynamics of domestic violence
- Field hotline crisis calls
- Ensure safety/confidentiality of client

Counsel clients individually and in groups

- Assist clients in exploring options
- Provide information regarding available community resources
- Conduct one on one individual counseling sessions with clients
- Facilitate group meetings, discussions

Facilitate communication/teamwork among staff

- Review and update logs, client files, case review notes
- Attend appropriate staff meetings
- Cross train with counselor advocates in other specialty areas
- Provide guidance/training to volunteers, students, case aides as appropriate

Handle related administrative responsibilities

- Record/log al client contact(s)
- Report monthly/quarterly statistics
- Maintain necessary supplies
- Accept and disseminate donations
- Perform routing cleaning/maintenance

Act as client advocate to outside agencies such as schools, courts, housing, and hospitals

- Accompany/transport clients as needed to file complaints, protective orders; to court appearances, interviews with police, attorneys, etc.

- Acts as liaison between client and government officials and other appropriate social service agencies.
- Help client in obtaining benefits for victims of crime
- Advise court regarding need for protection mechanisms for client
- Provide on call advocacy for hospitalized clients as needed

Perform community outreach duties as needed

- Attend related meetings/trainings/workshops
- Speak/present trainings and workshops to various community agencies

Assist with shelter upkeep

- Oversee client chores
- Inform Shelter Program Manager of maintenance needs
- Maintain clean workspace

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

QUALIFICATIONS (Knowledge, skills, etc.)

- Knowledge and skills at a level typically acquired through obtaining a Bachelor's Degree in a social service related field and one to two years related experience
- Knowledge of/experience with legal/court processes
- Ability to work under highly stressful, crisis oriented situations
- Ability to handle sensitive information and maintain high level of confidentiality
- Outstanding empathetic and listening skills
- Professional oral and written communication skills
- Ability to work independently
- Advise, inform, interact, interpret, decide, problem solve
- Complete KCADV Certification Training
- Must be a minimum age of 18

MENTAL/PHYSICAL ACTIVITIES WHICH OCCUR REGULARLY IN PERFORMING THE JOB:

- Speaking, seeing, hearing, standing, writing, walking, including climbing steps, carry, pull, lift, stoop, kneel
- Cleaning and cooking
- Using related office equipment, PC keyboard and monitor, camera, copier, calculator, fax, phones, etc.
- This position may involve exposure to infectious diseases and stressful situations

It is the policy of the Women's Crisis Center to provide Equal Employment Opportunity and individual growth opportunities to all applicants and employees in accordance with all applicable Federal and State laws and executive orders.

Salary: \$25,000.00 /year

10 paid holidays

Opportunity to earn 12 vacation days and 12 sick days per year

Medical, Dental, Vision, 403B