
Job Title: Domestic Violence Advocate-Bilingual English-Spanish  
Department: Domestic Violence  
Reports To: Domestic Violence and Transitional Housing Program Manager  
FLSA Status: Exempt

POSITION SUMMARY

Reporting to the Domestic Violence and Transitional Housing Program Manager, the Advocate provides direct client services and support group services to ensure basic living needs are met for the client in a manner which ensures safety planning, needs assessment and intervention for victims of domestic violence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide advocacy services to survivors of domestic violence and sexual assault.
- Perform crisis intervention for clients and hotline callers, including emotional support, resource and action options, and personalized safety planning.
- Provide information and referral, including crime and abuse education, victim rights education, and community resource referrals (shelter, food, therapy, immigration services, etc.).
- Provide clients with legal advocacy, including education about the legal system, assistance with protection and anti-harassment orders, accompaniment and transportation to court, and assistance with police-reporting.
- Perform outreach activities in the community, including but not limited to appearances on radio programs, distribution of informational materials, information booths at community events, meetings with other community members, public presentations, and participation in vigils.
- Completed training and continuing education requirements
- Perform systems advocacy by building partnerships with other agencies in the community in order to improve systemic responses to victims of crime.

REQUIREMENTS/QUALIFICATIONS:

- B.A. preferred, but A.A. and 2+ years’ experience in advocacy may be substituted.
- Must have 2+ years’ experience with domestic violence services.
- Must be proficient in Microsoft Suite (Word, Excel, PowerPoint, Publisher).
- Must be bilingual (English/Spanish)
- Access to reliable transportation and a valid Washington State Driver’s license required.
- Valid car insurance.
- Experience with the Criminal Justice System and victims of sexual assault and/or crime preferred.
- Lifting requirements up to 25 lbs.
- Complete required training upon hire and/or provide certification of past completion.

**LANGUAGE SKILLS:**

Ability to read and comprehend instructions, short correspondence, memos, business correspondence and all other integrated behavioral health related documents. Ability to write clear, concise and accurate correspondence. Capable of establishing positive interpersonal relationships with a broad range of people. Effective oral and written communication skills.

**OTHER SKILLS REQUIRED:**

Ability to operate computer, printer, copy and fax machines, calculator, and other office equipment.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move up to twenty pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**MENTAL DEMANDS:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization may or may not exist. Ability to reason effectively and interpret a variety of instructions furnished in written, oral or diagram form.

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make individual decisions when appropriate. Position does require ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.
WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and/or level of distractions in the work environment are usually moderate.

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