

## New Hope Job Description

**POSITION:** Sr. Civilian Police Advocate  
**DEPARTMENT:** South East Community Services  
**REPORTS TO:** Sr. Safepan Advocate, SE

**Status:** Non-Exempt  
**Hours:** 35 hrs/week

### SCOPE OF WORK:

Assist the police departments in the assigned towns/cities by providing emotional and support services to victims of domestic abuse, sexual assault and stalking. **It is expected that the Civilian Advocate's job performance will incorporate the practice and promotion of New Hope's core values, which include respect, teamwork, empowerment, and professionalism.**

### PRIMARY DUTIES:

- Provide oversight to the program and direction to other Civilian Police Advocates.
- Review daily reports of police departments interactions with victims of domestic violence, sexual assault and stalking.
- Contact identified victims through both phone and mail.
- Provide short-term victim support, crisis intervention, safety planning and risk assessment.
- Act as a liaison between victim and police to facilitate communication.
- Refer to SAFEPLAN court advocacy and other community services.
- Provide education for victims: dynamics of abuse, 209A and 258E rights and options.
- Be an active member of area domestic violence high risk team and other community meetings.
- Gather statistical information from outreach and presentations for agency reporting and prepare reports as requested.
- Perform other various tasks as requested by supervisor and/or Senior Management.

### SKILLS AND ABILITIES:

- Attend all-agency meetings and other meetings as requested.
- Participate in regular supervision meetings.
- Conduct him/herself according to the Agency's stated policies and procedures.
- Comply with the Agency's confidentiality policy.
- Ability to communicate effectively and with sensitivity
- Strong interpersonal skills
- Self-motivated, self-reliant, and dependable
- Demonstrates maturity, self-awareness and initiative
- Flexibility of time/scheduling
- Valid driver's license, dependable transportation, willingness to travel

### EDUCATION & EXPERIENCE:

- Associate's degree preferred in Human Services field
- Work experience in Human Services or related field preferable
- Bilingual Spanish/English/Portuguese

It is the policy of New Hope to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, New Hope will provide reasonable accommodations for qualified individuals with disabilities.

New Hope's goal is to increase representation of people of color, veterans and individuals with disabilities. Our programs are designed to comply with all applicable federal, state and local laws, directives and regulations and cover all human resource actions including employment, compensation, benefits, training, education, tuition aid, transfers, promotions and social/recreational programs.