

POSITION: SAFEPLAN Advocate
DEPARTMENT: SAFEPLAN
REPORTS TO: Senior SAFEPLAN Advocate

Status: Non-Exempt
Hours: 35 per week

SCOPE OF WORK: The primary objective of the SAFEPLAN advocate is to assist survivors of domestic violence who are seeking help from the judicial system. The role of the advocate is to provide safety planning, information about the law and referral services to survivors. **It is expected that the SAFEPLAN 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:

- Assist survivors of domestic violence who come to court seeking protective orders by: providing crisis assessment and intervention assisting survivors in completing protective order application forms providing information for survivors on legal options and the process to obtain a protective order
- Screen potential clients for appropriateness and eligibility to receive SAFEPLAN services
- Conduct comprehensive safety planning for survivors and their children that is individualized for each client and consists of ways for the client to remain safe in different situations
- Accompany and advocate for survivors in court during civil proceedings
- Make referrals and connections for appropriate follow-ups to domestic violence services, other social service programs and the District Attorney’s office as necessary including counseling, group support, legal services or District Attorney Victim Witness Advocates
- Work with MOVA and court/criminal justice personnel to improve services to survivors
- Maintain appropriate and professional boundaries with individuals receiving SAFEPLAN services
- Establish professional and collaborative working relationships with court personnel and others including, but not limited to, clerks, judges, attorneys, prosecutors, security officers and victim witness advocates
- Exercise empathetic and active listening skills
- Work under the empowerment model to inform survivors of their rights and options as a survivor of domestic violence
- Discuss the dynamics of abuse with survivors of domestic violence
- Make Follow-up calls to clients and on behalf of clients to referral sources and at times follow up with law enforcement to verify that protective orders have been served
- Adhere to confidentiality policies, recordkeeping and SAFEPLAN Program Guidelines/statistical reporting
- Be knowledgeable of changes in local, state, and national law as well as legislative issues relating to the provision of assistance to survivors facing court processes and provide training and support to SAFEPLAN volunteers
- Collaborate with other SAFEPLAN advocates and volunteers to assure coverage in New Hope’s seven represented District Courts, in accordance with the court coverage agreement
- Complete statistical data reporting as required
- Perform other SAFEPLAN related tasks as requested by the Senior SAFEPLAN Advocate and/or Senior Management

GENERAL DUTIES:

- Will attend All-Agency meetings, monthly supervision meetings with Senior SAFEPLAN Advocate and SAFEPLAN regional meetings
- Will conduct her/himself according to the agency’s stated policies and procedures
- Will comply with the Agency’s confidentiality policy

SKILLS AND ABILITIES:

- Ability to communicate effectively and with sensitivity
- Strong organizational, interpersonal, and time management skills
- Self-motivated and reliant
- Good leadership skills, including team building and decision-making ability
- Demonstrates maturity, self-awareness and initiative
- Ability to write clearly and produce concise reports
- Basic computer skills and capable of skill building

EDUCATION AND EXPERIENCE:

- Bachelor’s degree in relevant field or equivalent life/work experience
- Experience working with survivors of domestic violence and/or crime survivors (court experience preferred)
- Knowledge of legal issues affecting survivors of domestic violence
- Valid driver’s license and dependable transportation
- Demonstrated ability to work cooperatively with other professionals
- Bilingual preferred
- Knowledge of SAFEPLAN policies and procedures manual and job related duties

ACKNOWLEDGEMENT

I have read, understand and agree to the above functional job description. I understand the essential functions, qualifications, education, experience, and physical demands of the position and acknowledge that I am capable of performing all of the essential functions of this position without reasonable accommodation. If an accommodation is required, I will discuss it with Human Resources during my initial hiring paperwork appointment. I understand that the job description content as presented is a matter of information and should not be construed as a contract between New Hope and any employee. New Hope reserves the right to change any part of this job description as circumstances require.

Signature_____Date_____