



## Position: Community Outreach Advocate

## Supervisor: Vice President of Prevention & Outreach

## Position Description:

This professional provides support and empowerment based advocacy for survivors of domestic violence through victim liaison services, community based support groups, educational groups, individual advocacy/counseling sessions, referrals, 30, 60 and 90 day post shelter discharge reviews, individual case management, and other follow-up services. This professional builds strong community partnerships and maintains ongoing collaboration with other service providers to ensure high quality services for PADV clients. Through these collaborations, this position will facilitate PADV having greater access to a wider range of people impacted by domestic violence but not seeking shelter services. This professional will also participate in providing trainings specific to intimate partner violence, and receiving training to gain new knowledge and skills in serving survivors of intimate partner violence.

## Minimum Qualifications:

- Bachelor's Degree required, Master's Degree in a related field preferred.
- Knowledge of domestic violence and its impact on victims.
- Knowledge of community services and resources and how to access them.
- Empowerment-based advocacy/counseling skills, such as assessment planning, problem solving, crisis intervention and supportive techniques.
- Ability to work with culturally diverse groups.
- **Fluent in Spanish.**
- Minimum 21 years of age with a valid drivers' license.
- Available to work flexible, hours, including evenings and weekends.
- Ability to work in a team environment.

## Roles and Responsibilities:

- Provides crisis intervention to domestic violence participants enrolled in PADV's outreach programs, including victim liaison services for Family Violence Intervention Programs.
- Provides case management and coordination for community outreach clients.
- Administers regular client follow-up services to PADV shelter and community clients.
- Maintains familiarity of and builds new partnerships with community resources in Fulton and Gwinnett counties.
- Researches and builds relationships with services that are specific to the needs of DV victims.
- Represents PADV at Task Force, Fatality Review, and other community collaborative meetings

- Participates in public speaking engagements, enhances community awareness, and develops networks of referral agencies.
- Conducts DV 101 presentations at volunteer trainings and throughout the community.
- Facilitates community support group and educational meetings.
- Provides individual client advocacy, counseling and case management.
- Refers appropriately and works cooperatively with criminal justice, legal, medical and mental health professionals and other community agencies who also serve crime survivors.
- Participates in supervisory meetings.
- Maintains and generates monthly reporting requirements as established for the community outreach program.
- Assumes responsibility for professional development by attending relevant and available training workshops, seminars, agency staff meetings and trainings.
- Provides professional documentation of services provided, including statistical information and safety planning and maintains case records utilizing CJCC Standards as a primary benchmark in Apricot.
- Commits to the principle of confidentiality as it relates to client information.
- Follows agency/contract/grant/licensing policies and procedures.
- Responds to agency needs as established with the Vice President of Prevention & Outreach in line with program assignments, abilities, and community needs.
- Provides task supervision for interns/volunteers assigned to the outreach program.
- Other duties as assigned.

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Employee

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Date

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VP of Prevention & Outreach

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Date

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President & CEO

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Date