



Position: Crisis Mental Health Advocate

Supervisor: Vice President of Prevention and Outreach

Position Description:

This professional is responsible for providing mental health crisis management and support to clients affected by domestic violence seeking legal advocacy services through the Safe Families office. This staff will deliver psychoeducational services to clients experiencing a crisis during their obtainment of legal services through the Safe Families office, follow up with those experiencing difficulty completing this process, and make the appropriate supportive mental health referrals.

Roles and Responsibilities:

- Provides crisis intervention to domestic violence victims in the legal advocacy program.
- Assesses the mental health needs of legal advocacy clients, and provide appropriate intervention, support, referrals and linkage for assessed needs.
- Assist clients in developing a plan of action that is inclusive of their mental health needs.
- Support clients in court to secure TPOs, attend hearings, and assist at regularly scheduled court sessions.
- Work cooperatively with criminal justice, legal, medical and mental health professionals and other community agencies who also serve crime survivors to advocate on their behalf.
- Develop and maintain a collaborative relationship with mental health response organizations.
- Represent PADV at Task Force, Fatality Review, and other community collaborative meetings.
- Participate in public speaking engagements, enhance community awareness, and develop networks of referral agencies.
- Provide professional documentation of services provided, including statistical information and safety planning and maintains case records utilizing CJCC Standards as a primary benchmark in Apricot.
- Commit to the principle of confidentiality as it relates to client information.
- Follow agency/contract/grant/licensing policies and procedures.
- Respond to agency needs as established with the Vice President of Prevention & Outreach in line with program assignments, abilities, and community needs.
- Foster and maintain excellent, professional working relations with staff and volunteers and function as part of a team.
- Attend weekly team meetings, supervision meetings, monthly staff meetings and all other grant required trainings.
- Provide task supervision for interns/volunteers assigned to the legal advocacy program.
- Perform other duties as assigned.

Minimum Qualifications:

- Master's level degree in Counseling, Social Work, Psychology.
- Experience in the human service field.
- Knowledge of domestic violence and its impact on victims.
- Knowledge of mental health community referral sources and how to access them.
- Empowerment-based advocacy/counseling skills, such as assessment, planning, problem solving, crisis intervention and supportive techniques.
- Knowledge of court and the legal system as it relates to domestic violence.
- Ability to complete TPOs and assist clients through the process.
- Communicate effectively orally and written.
- Minimum 21 years of age with a valid driver's license and reliable transportation.
- Ability to work in a diverse team environment.

Employee

Date

VP of Prevention & Outreach

Date

President & CEO

Date