

YWCA Greater Lafayette

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DVIPP CASE ADVOCATE

Department: Domestic Violence Intervention and Prevention Program (DVIPP)
Supervisor: DVIPP Program Director
Classification: Full-time, Non-Exempt

Position Overview

The DVIPP Case Advocate is responsible for assisting domestic violence victims, from initial crisis intervention to the development of goals and achievement plans for a violence-free life.

Essential Functions

- Provide guidance to resident and non-resident victims, from initial crisis intervention, through intake, safety planning, goal setting and achievement plan development.
- Participate in weekly client meetings to support individual goal achievement.
- Coordinate weekly house meetings to provide education and facilitate group discussion.
- Advocate for residents and non-residents with legal, social service, education and medical organizations and provide referrals as needed.
- Participate in weekly staff meetings.
- Maintain client and program confidentiality.
- Maintain all necessary documentation and records.
- Represent organization in professional manner at all required meetings and events.
- Be on call as needed.
- Other duties as assigned.

Requirements and Qualifications

- Bachelor's degree in related field or experience equivalent preferred.
- Obtain 10 Continuing Education Units (CEUs) annually.
- Ability to work independently on assigned responsibilities and manage stressful or crisis situations.
- Ability to multi-task and adjust priorities as needed.
- Knowledge of community resources and support organizations preferred.
- Strong written and oral communication skills.
- Familiarity with common computer software such as Word, Outlook and Excel.

Additional Requirements

To perform essential functions of this job, the employee is regularly required with or without reasonable accommodation to sit, stand, bend and reach with manual dexterity sufficient to operate standard office machines such as computers, copiers, telephones and other office equipment. Valid driver's license required. May require lifting up to 40 pounds. Requires normal range of hearing and vision.

Acknowledgement

Acknowledgement of this Position Description does not constitute a contract of employment. This position can be modified at any time for any reason by YWCA Management.