

YWCA Greater Lafayette

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DVIPP CASE ADVOCATE

Department: Domestic Violence Intervention and Prevention Program (DVIPP)
Supervisor: DVIPP Program Director
Classification: Part-time, 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; includes evening, weekend, and/or overnight shelter coverage.

Essential Functions

- Provide residents and non-residents with crisis intervention, intake and safety planning as needed in overnight hours.
- Facilitate cleaning and light maintenance of household.
- Evaluate supply and food inventory and report needs to day staff.
- Advocate for residents and non-residents with legal, social services, education and medical organizations and make referrals as needed.
- Assist in the input and management of DVIPP statistical information
- Ensure DVIPP operations remain compliant with current Peer Review standards.
- Participate in a minimum of one monthly staff meeting.
- Maintain client and program confidentiality.
- Maintain all necessary documentation and records.
- Represent program in a professional manner at all required community meetings and events.
- Be on call as needed.
- Other duties as assigned

Requirements and Qualifications

- High school diploma or related experience required.
- Ability and willingness to work weekend and holiday shifts.
- Obtain 10 Continuing Education Units (CEUs) annually.
- Ability to multi-task and adjust priorities as needed.
- Ability to work independently on assigned responsibilities and manage stressful or crisis situations.
- 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.