

**YWCA Greater Lafayette**

605 N. 6th St.  
Lafayette, IN 47901  
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[ywcalafayette.org](http://ywcalafayette.org)

**DVIPP CHILD ADVOCATE**

**Department:** Domestic Violence Intervention and Prevention Program (DVIPP)  
**Supervisor:** DVIPP Lead Case Advocate  
**Classification:** Full-time, Non-Exempt , 2:30-11pm

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**YWCA Greater Lafayette is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.**

YWCA Greater Lafayette is an organization with a powerful nationwide mission and long-standing relationships with supporters. The work we do is meaningful and necessary, and our supporters recognize the crucial role we play in the community. We need a member of our team that will continue to cultivate existing relationships and help us tell our story to those that don't know it yet. Our mission is the core of who we are, and our vision is to be the leading organization for women and their families, empowering them to meet their vital needs and succeed in life.

**Position Overview**

The DVIPP Child Advocate is responsible for assessing and developing goals and action plans to ensure that the children of adult victims, as well as minor victims, are able to develop goals and achievement plans for a violence-free life.

**Essential Functions**

- Identify emotional, educational, and medical needs of victims' children or minor victims, through direct work with the child and parent, and make all necessary referrals to outside organizations.
- Provide guidance to resident and non-resident victims, from initial crisis intervention, through intake, safety planning, goal setting and achievement plan development.
- Advocate for children and families with law enforcement, social service, education, and medical organizations and make referrals as needed.
- Provide violence prevention education to children of all ages.
- Facilitate family programs to support the attainment of violence-free lives.
- Train and supervise volunteers.
- Participate in weekly staff meetings.
- Maintain client and program confidentiality.
- Maintain all necessary documentation and records.
- Represent organization in a professional manner at all required meetings and events.
- Be on call as needed.
- Other duties as assigned.

**Requirements and Qualifications**

- Knowledge of child development and Early Childhood Education.
- Obtain 10 Continuing Education Credits (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 and ability to speak in public effectively.
- 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.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Director of DVIPP

\_\_\_\_\_  
Date

\_\_\_\_\_  
President and CEO Signature

\_\_\_\_\_  
Date