

BAY AREA TURNING POINT, INC.

Job Title: Victim Advocate – Bilingual	Job Code:
Department: Client Services	Reports to: Advocacy Manager
Effective Date:	FLSA Status: Non-Exempt

Position Overview

Work Schedule to Include: Monday, Tuesday, 1st 3rd and 5th Thursday, and Friday 8:00am-5:00pm; Wednesday 12:00pm-8:30pm; and 2nd & 4th Thursday 7:00am-4:00pm

Typical Work Schedule: Including some evenings, or as necessary to achieve program objectives, tasks, supervision of volunteers, and direct service for the agency's 24 – hour hotline.

Effectively document outcome measures & variances, and provide direct service support to the 24 hour Advocacy and Outreach Program. Lead the agency in marketing and outreach efforts to the community to target the needs for the Hispanic population.

ESSENTIAL FUNCTIONS:

- Provide direct advocacy, assistance, and follow-up to victims/secondary victims of domestic violence and sexual assault.
- Assist Residential and Non-Residential program participants in determining and meeting their needs, to include safety planning and developing service plans.
- Lead the Agency in outreach efforts within the community identifying the needs of the Hispanic Community.
- Facilitate non-residential/residential support group for Hispanic program participants
- Be knowledgeable of grant objectives and goals and prepare reports as requested.
- Translate literature to reach victims of domestic violence who cannot read English.
- Maintain program participant records.
- Attend HCDVCC monthly meetings

RESPONSIBILITIES:

DIRECT SERVICES:

- Rotate with staff on the on-call schedule.
- Ability to work non-traditional work hours.
- Consult any critical situations with the supervisor
- Establish positive working relationships with police, hospitals, schools, and criminal justice systems.
- Assist in weekly presentations and assessments with the District Attorney's office.
- Conduct program participant assessments to include individual support, advocacy, referrals, safety planning, PO, CVC and VINE processes and follow-up.
- Assist with the weekly retrieval of police stats for assigned departments.
- Rotate in performing non-emergency accompaniments to court, medical, and law enforcement agencies.

- Adherence to B ATP Confidentiality Policy and the Agency’s Mission Statement of Philosophy.
- Answer the Crisis Hotline and assist with building coverage

OUTREACH/MARKETING:

- Set up/remove equipment necessary for presentation/educational/prevention activities
 - Display Board
 - Suitcase carrier
 - T-shirts and container
 - TV/Projector
 - Other Items as needed
- Participate in coalitions to address sexual violence and domestic violence for Hispanic victims.
- Assist with community-wide events for Domestic Violence and Sexual Assault. Assist with Community Awareness Events for Domestic Violence and Sexual Assault. These may include networking with university staff, coalition staff, and B ATP staff and other organizations and groups within the community. Assist in providing educational materials and workshops to other agencies, local businesses, police departments, hospitals, schools, and libraries.

SUPERVISION

- Assist with the training and supervision of agency volunteers as requested.

REQUIRED SKILLS/QUALIFICATIONS

- Minimum of a Bachelor’s Degree relevant field and 2 years of Experience or Equivalent years of experience in social services
- Must be fluent in Spanish and English
- Knowledge of Microsoft Office products and basic data entry skills
- Ability to communicate effectively, both oral and written.
- Attention to detail and accuracy in records keeping.
- Ability to make independent decisions to benefit program participants, staff and the agency as a whole.
- Manage multiple tasks and prioritize changing work and caseload.
- Ability to maintain confidentiality.
- Knowledge of community and volunteer relations
- Remain calm in a crisis.
- Sensitivity and knowledge about the issues of inter-personal crimes addressed by B ATP.
- Ability to understand the agency and its services/programs.
- Ability to be on location to on-call status areas within 45 minutes.
- Must have a current Texas Drivers License and at least 2 years of verifiable driving experience.
- Must have clean driving record and be insurable.
- Must provide and maintain valid proof of personal automobile insurance.
- Must have reliable transportation and the ability to transport clients as needed.

- Must have ability to lift/carry/move a minimum of 40 lbs for an extended distance.

I have read and understand the essential job functions that have been outlined in the above job description for Bay Area Turning Point.

Employee Signature

Date

Supervisor's Signature

Date

10/21/2014; 8/2016
Victim Advocate C - Bilingual

HR use only	
Job code	
Job Classification	
Management? (Yes/No)	No
Last revised	8/2016; 2/2021

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.