

BAY AREA TURNING POINT, INC.

Job Title: Victim Advocate Chambers Co	Job Code:
Department: Client Services	Reports to: Manager of Advocacy and Counseling Services – Chambers Co.
Effective Date:	FLSA Status: Non-Exempt

Position Overview

HOURS: 40 Hrs. weekly minimum, including some evenings, or as necessary to achieve program objectives, tasks, supervision of volunteers, 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.

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.*

ESSENTIAL FUNCTIONS:

- **Direct Victim Services:** (1) Advocacy, assistance, and follow-up to victims/secondary victims of domestic violence and sexual assault. (2) Casework: Assist Non-Residential clients in determining and meeting their needs, to include safety planning and developing service plans. Provide accurate, timely and well-written case documentation in compliance with agency policy, procedures and grants. (3) Assist in the preparation of applications and affidavits, needed for final protective orders. (4) Accompany clients to court, hospitals, and law enforcement entities as needed.
- **Grant Administration:** Be knowledgeable of grant objectives and goals and prepare reports as requested.
- **Community Awareness:** (1) Assist with activities that may include networking with B ATP staff and other organizations/groups within the community. (2) Assist in providing educational materials in the community-at-large, specifically at police, health care, schools, libraries, entertainment establishments, etc. where the public can benefit from knowing of B ATP services.

DIRECT SERVICES:

- 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.
- Conduct client assessments to include individual support, advocacy, referrals, safety planning, PO, CVC and VINE processes and follow-up.
- Adherence to B ATP Confidentiality Policy and the Agency's Mission Statement of Philosophy.

REQUIRED SKILLS/QUALIFICATIONS

- Minimum of a Bachelor's Degree and 2 years of Experience or Equivalent years of experience in social services

- Computer knowledge of programs
- Ability to communicate effectively, both oral and written. Confidence in group facilitation and discussion.
- Attention to detail and accuracy in records keeping.
- 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 BATP.
- Ability to understand the agency and its services/programs.
- Must have clean driving record and be insurable.
- Must have at least 2 years of verifiable driving experience.
- Must provide and maintain valid proof of personal automobile insurance.
- 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

7/2016
Legal Advocate Chambers Co

HR use only	
Job code	
Job Classification	
Management? (Yes/No)	No
Last revised	7/2016

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.
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