

**Center Against Sexual and Family Violence
Job Description**

TITLE: Advocate-Outreach #2
SUPERVISION: FRC Advocate Coordinator
STATUS: Non-exempt, 1.0 FTE

Scope of Duties:

Plan, implement, and monitor a comprehensive plan of action to ensure the safety and well-being of family violence and sexual assault survivors in rural communities of El Paso County, and may include but is not limited to Culberson and Hudspeth counties. Services in this plan of action include but are not limited to intake, assessments, processing of Crime Victims Compensation and Texas VINE applications, support groups, advocacy, crisis intervention, emergency transportation, legal advocacy, community presentation and education, safety planning, hospital accompaniment, assisting and advocating for the client in community systems, promoting the client's access to opportunities to attain self-sufficiency, assisting with access to appropriate health care, and incorporating follow-up actions to assist clients in their efforts to attain a violence-free lifestyle. Able to identify dysfunctional behavior/behavior disorder as a result of domestic violence and Sexual assault.

Perform other duties as assigned. Evening and weekend work will be required.

Essential Job Functions:

- Conduct a comprehensive written assessment, safety plan, and service plan for survivors of family violence/sexual assault.
- Provide required legal advocacy, crisis intervention, emergency transportation, information and referrals, education, and assistance with Crime Victims Compensation and Texas VINE applications.
- Support and follow up with clients regularly as they work to attain their goals.
- Advocate for clients within the various community systems (medical, social, criminal justice, etc.)
- Develop and implement group sessions for clients, utilizing a best-practices model for intervention and prevention of family violence and/or sexual assault and presentations on CASFV services.
- Ensure that a comprehensive written assessment, service plan, and safety plan are included in each client's file.
- Provide hospital accompaniment for survivors of sexual assault on an on-call basis of at least 4, six-hour shifts a month including a holiday.
- Maintain a current report, progress notes of client activity, and all paperwork required for outreach areas.
- Required to develop partnerships in perspective communities to find locations to hold groups and conduct intakes/assessments.
- Compile statistics for the end of the month, as needed by the Associate Director of Client Advocacy or Development Director.
- Must be familiar with Texas laws about family violence and/or sexual assault, resources, and procedures available to survivors in each county where services are provided.
- Assist clients in safety planning and re-evaluation of safety plans as part of individual or group services.
- Maintain working relationships with communities and agencies in targeted areas.

- Attend and participate in, staff meetings, case staffing meetings, and any other meetings required to maintain and improve client services.
- Become very familiar with and abide by CASFV's policies and procedures and Texas laws about family violence, sexual assault, and child abuse.
- Plan and implement activities for clients as part of the empowerment process.
- Provide training on sexual and family violence services related to adults.
- Assist and serve as the contact person for Texas Rio Grande Legal Aid which may include completing legal referrals, attending meetings, and participating in training
- Other duties as assigned

Other Duties:

- Perform general office tasks including, but not limited to, answering and directing telephone calls, filing, faxing, and typing.
- Answer Hope line calls and provide crisis intervention. Make and document referrals to community resources.
- Increase the Center's visibility in the community by attending assigned meetings and participating on behalf of the agency.
- Assist with FRC activities such as summer camp or client gatherings.

Minimum Qualifications:

High school degree. Associate's Degree and/or college hours in social science, criminal justice, or related field preferred. Ability to work flexible hours. Bilingual in English/Spanish required. Computer proficiency in Microsoft applications. Demonstrated ability in developing protocols and related documentation. Must have own transportation, valid Texas driver's license, and current insurance. Must be able to travel outside El Paso city limits. Travel is required to Culberson and Hudspeth counties.

Knowledge, Abilities, and Skill

- Basic knowledge of the dynamics of family violence
- Ability to learn about the dynamics of family violence extensively, along with working knowledge of Texas law about family violence and criminal justice system response in different targeted areas.
- Highly developed interpersonal skills.
- Highly developed written and verbal communication skills.
- Deliver presentations to a public group.
- Knowledge of working with volunteers, developing and organizing systems and people.
- Ability to develop positive relationships with individuals in targeted communities.
- Proficiency in basic computer applications.
- Excellent follow-through and proven skills.
- Should be creative, articulate, and diplomatic.
- Ability to work independently as well as a team member.
- Strong self-starter who feels comfortable taking the initiative in problem-solving to meet clients' needs.
- Willingness to work flexible hours and irregular hours during peak periods.
- Ability to drive long distances for extensive hours.
- Ability to empower clients by allowing them to make their own choices while offering supportive guidance utilizing community resources in perspective areas.

Special Qualifications:

Ability to speak and write in Spanish required.

This job description should not be construed to imply that these requirements are the only duties, responsibilities, and qualifications for this job. Incumbents may be required to follow any additional related instructions, acquire related job skills, and perform other related work. It is understood that during peak/critical times, staff may be asked to perform other duties not specifically outlined in their job description.

I have read and understood the Family Outreach Advocate job description and I can perform all the functions described.

Signature _____

Date _____