

## **Client Advocate (DV Counselor)**

Imperial County- WomanHaven a Center for Family Solutions

Annual Salary: \$45,760 plus benefits

Job Type: Full Time-exempt

On-call - Required

Job Site: CFS & Co-located at I.C. District Attorney's Office, 940 W. Main St., Suite 102

To coordinate specialized projects that assist survivors of domestic violence, their families and friends through specialized services and advocacy while developing relationships with community partners to ensure collaborative services in Imperial County.

### **Responsibilities and Duties**

#### **Responsibilities include but are not limited to:**

- Create a positive cultural environment of leadership, effective management, communication, and teamwork in which employees and volunteers find support, guidance, and successful opportunities to contribute.
- Responsible for coordinating the development and implementation of projects including but not limited to Police Response, Domestic Violence Response Team (DVRT), Coordinated Community Response Team (CCR) .
- Responsible for supervision, training and support of police response advocates and criminal justice advocates. Responsible to develop relationships and systems engagement throughout service area.
- Responsible to respond as PRA, work with participants within systems, and support primary advocacy with training, supervision and mentoring while working with participants within systems.
- Responsible for creating a culture of empowerment and trauma-informed service delivery.
- Assist with development of agency plans that include and recognize survivor empowerment.
- Responsible to maintain a working knowledge of resources and services available in the communities served to assist survivors.

- Responsible to network with medical professionals, court officers, school personnel, law enforcement, clergy and other professionals to encourage referrals.
- Responsible for publicizing available services, educate referral sources and increase service utilization within communities served.
- Attend community meetings, provide information and maintain contact with community agencies as appropriate. Update Support Team on community involvement and agendas for community meetings.
- Responsible to assist in creating a positive cultural environment of personal leadership, communications and teamwork within the outreach program and throughout the agency.
- Responsible to assist with coordinating use and reporting with the agency database.
- Responsible to correlate and submit all statistical data, program summaries, and reports.
- Assist with any other duties and attend meetings as requested by the Program Coordinator and/or Executive Director.

### **Qualifications and Skills**

- Be a Certified Domestic Violence Counselor pursuant to Evidence Code 1037.1(a)(1)(i.e. certificate of completion of the 40 hour Domestic Violence Training)
- Bachelor's degree in criminal justice, social work, sociology, psychology, or other human services field is preferred but not required.
- Knowledge of resource development and trends at the local, state, and federal level for victims of domestic violence.
- Knowledge of system response to victims of domestic, including interventions, education, and treatment.
- Skills in presenting, facilitating groups, training, coordinating activities of stakeholder groups, and leading teams.
- Ability to communicate effectively orally and in writing.
- Be Bilingual in English and Spanish
- Ability to work independently with limited direction.
- Strong organizational skills.
- Ability to multi-task.

## **HIRING REQUIREMENTS:**

**Must be able to obtain background and drug test clearance.**

Must possess a valid California driver's license/minimum vehicle insurance required by law and maintained throughout the duration of employment. **Please note: Upon job offering a current California driver's license and a driving record acceptable to the Agency's insurance carrier is required.**

- No Driver can have any of the following in the last three years:
  - More than 3 moving violations or 2 accidents.
  - No suspension of revocation of license
  - No single violation involving reckless driving, driving under the influence, racing or fleeing an officer or accident.