

<b>Department:</b> Legal	<b>Location:</b> WomanHaven & Co-located at I.C. District Attorney's Office, 940 W. Main St., Suite 102
<b>Job Title:</b> Client Advocate (DV Counselor)	<b>Salary Range:</b> \$41,600 annual rate
<b>Reports To:</b> Judith Pritchard	<b>Title:</b> Director for Legal Services
<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time/ On Call required	<b>Hours:</b> <u>40</u> / week plus on call <input checked="" type="checkbox"/> Non-exempt Position

## Full Job Description

### Who is WomanHaven, A Center for Family Solutions?

We are Imperial County's only community-based advocacy service for survivors of domestic violence. Established in 1977, our services have evolved to include a 24-hour crisis line, a 24-hour Domestic Violence Response Team (DVRT) which responds to calls from law enforcement and health care providers for in-person advocacy, a drop-in advocacy center, confidential shelters, and wrap around services like support groups, legal support, and mental health services. Our team is here to support all survivors with strengths-based services that promote self-determination and hope.

All persons of every race, ethnic background, spiritual belief, economic status, gender identity, sexual orientation, age or personal ability, are equally affirmed into membership, leadership and employment at WomanHaven, A Center for Family Solutions.

### Scope of Duties:

Represent the mission, values and philosophy of WomanHaven, A Center for Family Solutions to program participants, employees, stakeholders and the general public.

With support from the Director of Legal Services, work towards the goals of the Advocacy Program, including: creating and maintaining a confidential, safe, and supportive space for survivors and their family members. We provide culturally responsive services and one-on-one advocacy that may include safety planning, crisis intervention, peer support, and information and referral; connecting survivors to other social services and resources; and sharing the work of WomanHaven, A Center for Family Solutions with community members and partners. This advocate/counselor offers on-going case management with survivors, providing accompaniment to other services such as court hearings, law enforcement interviews, etc. In addition, employee must complete all appropriate data collection and reports to satisfy grant reporting requirements.

### Key Responsibilities:

- Provide compassionate, trauma-informed, culturally responsive services to survivors that promote positive outcomes in alignment with Advocacy Program goals.
- Provide one-time and on-going case management advocacy to survivors of domestic violence.
- Provide on-call DVRT for in-person emergency response on a rotating 24/7 schedule.
- Work with participants to develop personalized safety plans.
- Utilize standardized screening tools to connect participants with resources for shelter and housing, the Crime Victims Compensation Program, and the Safe at Home Address Confidentiality Program.
- Participate in community meetings, committees, and cultivate relationships with partner social service agencies.
- Participate with local agencies and taskforces to improve response in our community.

- Maintain accurate participant files and complete monthly statistical reports.
- Stay informed of community resources and coordinated community responses.
- Receive continuing education and training regarding serving survivors of domestic violence.
- Appropriately manage confidential information and implement best practices to improve systemic confidentiality within the organization.
- Serve as a visible spokesperson and advocate for WomanHaven, A Center for Family Solution's mission and programs in the community.
- Provide community education including presentations, trainings and tabling events.
- Attend weekly required all-staff meetings.
- Other tasks and projects as assigned.

**Qualifications - Required:**

- Fluent in English and Spanish.
- Reside in Imperial County with the ability to occasionally travel across the county.
- Ability to effectively present information to community audiences about WomanHaven, A Center for Family Solution's services and projects.
- Strong organizational abilities and team collaboration skills.
- Excellent verbal and written communication skills.
- Ability to prioritize and handle a variety of tasks simultaneously.
- Ability to maintain confidentiality.
- Computer technology skills, including Microsoft Excel, Outlook and Word. Ability to learn new technology systems and implement within scope of duties.
- Valid driver's license, access to a car, and proof of insurance.
- A four year degree in one of the following: Criminal Justice, Psychology, Sociology or Public Health. (Experience MAY be substituted at the discretion of the Executive Director)

**Qualifications - Preferred:**

- One or more year of domestic violence advocacy experience.
- Previous completion of a 40-hour Domestic Violence Advocacy Training (certificate required) (Or may obtain one within 30 days of hire)

**To Apply:**

- Reply to this posting via Indeed with a cover letter and resume **or**
- Send your resume and cover letter to [zmaldonado@womanhaven.org](mailto:zmaldonado@womanhaven.org)
- In your cover letter (up to one page), address the following:
  - What interests you about this position?
  - Let us know what unique life experiences you bring that may not be obvious from your resume.
- ***Incomplete applications will not be considered!***

Job Type: Full time/ Non-Exempt

Benefits:

- Health Insurance
- Paid Time Off

Schedule:

- Monday through Friday
- On Call

COVID-19 considerations: Advocates are currently providing the majority of our services remotely to limit contact with other staff and clients from Main Center. Special cleaning and sanitization procedures are in place for our office and shelter if face-to-face contact is needed.

Language:

- Must be fluent in both English and Spanish (both written and spoken)

Work Location:

- Multiple locations WomanHaven & Co-located at I.C. District Attorney's Office, 940 W. Main St., Suite 102

Hours per week:

- 40 hrs plus on call

Typical start time:

- 8:00 AM

Typical end time:

- 5:00 PM

Company's website: <https://www.womanhaven.org/>

For any questions feel free to contact Administration Department Point of Contact: Zaida Maldonado email: [zmaldonado@womanhaven.org](mailto:zmaldonado@womanhaven.org) or 760-337-4014.