WOMEN HELPING WOMEN: JOB DESCRIPTION

TITLE: DVERT Advocate (Stipend Based)

DEFINITION: Provides on-scene advocacy to survivors of domestic violence in concert with Cincinnati Police Department during 911 calls.

QUALIFICATIONS: Associates degree or equivalent college credit in Human Service Related field required. 1 year experience in field (SA, DV, crisis intervention with victims, advocacy) required. 1 to 2 years experience delivering direct services in field required. Computer literacy (MS Office, databases, email, etc.) preferred.

RESPONSIBILITIES & EXPECTATIONS:

1. Program Related
   - Provides immediate on-scene advocacy and crisis intervention to survivors of domestic violence during 911 calls.
   - Ability to respond to 911 calls in the City of Cincinnati within 30 minutes.
   - Ability to be on call for 24-hour shifts.
   - Provides input to development, implementation and continuous improvement of program goals.
   - Demonstrates awareness of program and/or client needs when providing services.
   - Demonstrates awareness of other agency programs and program goals; actively promotes teamwork, collaboration, and cohesiveness.
   - Provides services and/or performs duties in a manner which is consistent with agency philosophy. All performance with respect to all individuals - both within and outside of the agency - is conducted in a manner which affirms the value of diversity and which is respectful of others in regards to gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation.

2. Administrative Functions
   - Maintains highly accurate records / reporting systems / statistics and submits on time (eg. documentation for WHW, for funders, for partner agencies).
   - Accurately documents mileage and expenses per agency policy.
   - Accurately documents time and time off per agency policy.
   - Participates in the on-going process of evaluation and revising policies, procedures, and forms as appropriate.
   - Knows personal limitations and communicates them to a supervisor before they interfere with performance (to problem solve, offer solutions, etc).

3. Team
   - Establishes and maintains effective and professional working relationships with coworkers, volunteers, interns, donors, and board members.
   - Promotes teamwork and cohesiveness among all staff and volunteers (e.g. speaks positively of others, collaborates willingly, takes initiative to help, gives benefit of the doubt).
   - Maintains skills and awareness of current trends in the field; participates in any training /
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- Participates in any additional training and development opportunities provided by the agency.
- Participates actively in Agency meetings and functions.
- Participates actively in supervision, keeping supervisor informed of challenging and/or ongoing issues.

4. Management & Supervision

- not applicable

5. Community Involvement

- Develops and maintains effective, professional, and collaborative relationships with others in the community, specifically Cincinnati Police Department.
- Exercises discretion when representing the agency.
- Maintains confidentiality in interactions within community as appropriate.
- Consistently advances the agency and promotes positive public relations.

6. Other duties as assigned

ACCOUNTABILITY: DVERT Manager

HOURS: Part-time, On-call

PAY BASIS: Daily Stipend and hourly rate for hours worked

BENEFITS: As stated in the current Human Resources Policies

Women Helping Women complies with applicable laws requiring reasonable accommodations for individuals with disabilities.

11/17