

## 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 and submits 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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in-service recommended to stay current in field.

- 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.