

## WOMEN HELPING WOMEN: JOB DESCRIPTION

**TITLE:** **DVERT Advocate (Stipend Based)**

**DEFINITION:** Provides on-scene advocacy to survivors of domestic violence in concert with partnering Police Agencies within Hamilton County. Cincinnati Police Department, Delhi Township Police, Norwood Police, North College Hill Police, Cheviot Police, and Green Township Police 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 Hamilton County City of Cincinnati, North College Hill, Delhi Township, Norwood, Green Township, and Cheviot within 25 minutes.
- Ability to be on call for a 12-hour shift.
- 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, law enforcement agencies, and board members.

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- 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 / 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
- 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**

**REPORTS TO:** DVERT Supervisors

**HOURS:** Part-time, On-call

**PAY BASIS:** Shift 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.

02/21