

WOMEN HELPING WOMEN OF HAMILTON COUNTY JOB DESCRIPTION

TITLE: **Hospital Advocate, On-Call Staff (Full-Time)**

DEFINITION: Provide on-scene advocacy and support services to survivors of domestic violence (DV), Sexual Assault (SA), and human trafficking to partnering Hospitals in Hamilton, Butler, and Clermont counties. Additionally, provide support, information, and referrals to survivors of DV and SA. Works consistently within the mission statement of the agency.

QUALIFICATIONS: 1-year direct service experience in related field (DV, SA, crisis intervention, or advocacy) preferred. Computer literacy (MS Office, Databases, email, etc.) preferred. Must have reliable transportation.

RESPONSIBILITIES & EXPECTATIONS:

1. Program Related

- Demonstrates awareness of program and/or client needs when providing services, in addition to awareness of other agency programs and program goals.
- 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 regarding gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation.
- Provides hospital accompaniment and face-to-face crisis intervention to domestic violence, sexual assault, and human trafficking survivors for Women Helping Women's 24/7 Hospital Response Program.

2. Administrative Functions

- Maintains highly accurate records/reporting systems/statistics and submits reports on time.
- Accurately documents and submits mileage, expenses, timesheets, and time off per agency policy.
- Maintains knowledge of revised policies, procedures, and forms as appropriate.
- Maintains open communication with supervision in regard to any issues that may arise.
- Assists with communicating with survivors by conducting follow-ups and hotline assistance.

3. Team

- Promotes teamwork and cohesiveness among all staff and volunteers while maintaining professional relationships. (e.g., speaks positively of others, collaborates willingly, takes initiative to help, etc.).
- Maintains skills and awareness of current trends in the field; participates in any training.
- Provides training, support, and evaluation of volunteers and interns assigned to this position, including verification of observation logs, as requested by supervisor.
- Participates actively in Agency meetings, mandatory monthly staff meetings, and additional functions.

4. Community Involvement

- Develops and maintains effective, professional, and collaborative relationships with other agencies and in the community.
- Exercise discretion and maintain confidentiality when representing the agency.
- Conducts Community Outreach events and hospital engagement visits.

5. Other duties as assigned

ACCOUNTABILITY: Hospital Response Team Supervisor

HOURS: Full- Time

- Wednesday through Sunday; 12:00am-8:00am
- Wednesday through Sunday; 4:00pm-12:00am

PAY BASIS: \$18.00/hour

BENEFITS: As stated in the current Human Resources Policies

LOCATION: Remote Cincinnati/Northern KY, please note staff will be required to come into the office on occasions for training, onboarding, vital agency wide meetings or per director request

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

We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status

3/04, 1/05, 5/07, 8/08, 5/09, 2/17, 6/27