

## **WOMEN HELPING WOMEN**

### **JOB DESCRIPTION**

**POSITION TITLE:** After-Hours Hamilton County Hotline Advocate

**FUNCTION:** Provides after-hour, on-call intervention, advocacy, support, information and referral to survivors of domestic violence and sexual assault. This can include telephone advocacy in Hamilton, Butler, Adams, Brown, and Clermont Counties in Ohio. Work consistently within the mission statement of the agency.

**QUALIFICATIONS:** 1 year experience in field (SA, DV, crisis intervention with victims, advocacy) required preferred. 1 to 2 years' experience delivering direct services in field required. Computer literacy (MS Office, databases, email, etc.) required.

#### **KEY AREAS OF RESPONSIBILITY:**

- Provide critically needed intervention services including over the phone crisis intervention, hospital accompaniment, holistic advocacy, etc., for survivors of sexual assault and intimate partner violence
- Demonstrates awareness of other agency programs and program goals; actively promotes teamwork, collaboration and cohesiveness
- Build rapport and maintain relationships with local hospital staff, law enforcement, prosecutors, mental health providers and additional community partners

#### **Agency Teamwork**

- Establishes and maintains effective and professional working relationships with coworkers, volunteers, interns, donors, and board members.
- Participates in any additional training and development opportunities provided by the Agency.
- Provides training, support, and evaluation of volunteer and interns assigned to this position, including verification of observation logs, as requested by supervisor.
- Participates actively in Agency meetings and functions.

#### **Community Leadership**

- Consistently advances the Agency and promotes positive public relations
- Effectively builds relationships and partners with community entities
- Exercises discretion when representing the Agency and maintains confidentiality in interactions within community as appropriate
- Promotes teamwork and cohesiveness with WHW's positive work culture
- Affirms the value of diversity, and is respectful of others in regards to/does not discriminate based on gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation.

**OTHER REQUIREMENTS:** To facilitate Agency effectiveness, may be expected to take on other duties assigned.

**Direct Supervision of Staff and Volunteers:**

<b>ACCOUNTABILITY:</b>	After Hours Supervisor
<b>HOURS:</b>	Part-Time/On- Call
<b>TRAVEL:</b>	0%
<b>STATUS:</b>	Hourly/Non-exempt
<b>BENEFITS:</b>	As stated in the current Human Resources Policy Handbook