

**Sacred Heart Center**  
**Family Violence Advocate**

**Summary of the Position**

The Advocate provides services to victims of domestic violence as prescribed by the women's shelter mission statement and handbook.

**Accountability**

Family Violence Programs Services Director

**Qualifications**

- Must be at least 21 years old.
- Must pass central registry, criminal background checks and pre-employment drug testing.
- High school diploma or GED.
- Previous work experience working with Domestic Violence victims preferred
- Must have valid driver's license and home telephone.

**Responsibilities**

1. Maintain personnel and client confidentiality.
2. Providing a protective and caring environment for women and children at the shelter.
3. Networking with making referrals to appropriate agencies.
4. Advocacy for women including the following areas:
  - a. Civil and criminal justice proceedings
  - b. Safety and medical issues
  - c. Income maintenance and job services
  - d. Housing and other social services
5. Admitting and interviewing clients, which include completing the initial intake form.
6. Answering telephones and handling the crisis line in a supportive manner.
7. Dealing with crisis situations.
8. Assisting residents in identifying their options and listening in a non-judgmental (no advice giving) manner.
9. Maintaining resident files, record keeping and assisting with statistical information for monthly reports.
10. Attending all mandatory staff meetings and various coalition meetings as directed by the director.
11. Transporting residents and their children as directed.
12. Communication and record keeping skills.
13. Performs all other duties as assigned.

**Physical Demand**

- Ability to lift 25 lbs.

**Wage Range**

\$12.00 (Base) - \$17.00 (Cap)

The above list of primary responsibilities is not intended to be exhaustive; Sacred Heart Center reserves the right to revise this job description as needed to comply with actual job requirements.