

TITLE: DV Advocate- Family Safety Center ` \$42,750
RESPONSIBLE TO: Director/Coordinator Domestic Violence Services

JOB DESCRIPTION: The DV Advocate provides direct support and assistance to families by using a trauma-informed approach to making appropriate referrals to community-based organizations. Located full-time at the Family Safety Center of Memphis and Shelby County, this professional will have minimal responsibilities off-site (i.e.- attendance in occasional YWCA Greater Memphis staff meetings). Applicants should have a possess a Bachelors' Degree (Master's preferred) in counseling, psychology, social services, criminal justice, non-profit management or a related field, as well as experience in case management and in working with persons experiencing housing insecurity and/or family violence. Travel may be required, includes use of personal vehicle.

MAJOR RESPONSIBILITIES:

Direct Services

Advocate will work to identify, screen, and serve eligible clients eligible for YWCA DV Services.

- Conduct interviews and assessments to accept, deny, and refer applicants.
- Community engagement.
- Complete all required monthly, quarterly, and annual reports.
- Meet with clients at the office, via phone or in-person to provide support to clients. Case management focuses on assisting clients in achieving goals related to self-sufficiency (e.g. helping to address housing instability; following up on referrals, etc.)
- Assess safety of clients and provide them with referrals to justice advocacy organizations, as well as crisis intervention resources.
- Maintain client files and complete reports.
- Complete directed research as needed, and assist with compliance reporting.
- Provide information to partners and individuals through outreach events and presentations.
- Perform the duties of an Advocate as needed.
- Develop and maintain mutual relationships with housing providers (e.g.: local apartment complexes, supportive housing agencies, and housing nonprofits)
- Work with the Coaction Net system.

- Attend and meaningfully participate in the Domestic Violence Response Team and Fatality Review team gatherings.
- Assist in administrative duties related to grant administration.
- Perform other program related duties as assigned

OTHER RESPONSIBILITIES:

- Provide or arranges transportation for new domestic violence clients referred by FSC.
- Compiles information and data to ensure proper reporting
- Supports the mission of the DV Shelter and the mission of the YWCA Greater Memphis.

EDUCATION AND EXPERIENCE:

- Associate's degree in social work or related field preferred; 1-3 years' experience working with diverse populations, preferably in a congregate living setting; experience in public health or medical facility; experience presenting information to individuals and groups.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Knowledge of domestic violence and needs of victims of domestic violence
- Knowledge of community agencies and resources
- Strong listening and reflective response skills, oral and written communication skills, case management skills, and computer or word processing skills
- Must have a valid driver's license
- Excellent communication skills

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 YWCA Greater Memphis
 Attn: Marquiepta Odom
 Executive Director
 766 South Highland Street
 Memphis, TN 38111
 Closing date is Wednesday, September 24, 2022
 No phone calls please.

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