



**TITLE:** **Domestic Violence Advocate (Outreach)**

**\$17.00 Per Hour Full-time**

**RESPONSIBLE TO:** Shelter Coordinator

**JOB DESCRIPTION:** The Domestic Violence Advocate provides direct aid, support and assistance to families by using methods of trauma informed care and makes referrals to appropriate community resources with emphasis on domestic violence prevention. In addition, the advocate is to help nonresidential clients through outreach efforts. The advocate will provide on-site and off-site information to individuals and groups to help identify and address personal, emotional, interactive, and mental challenges. Will assist with residential clients as needed.

**MAJOR RESPONSIBILITIES:**

**Direct Services**

- Accept referrals from Family Safety Center and other community agencies
- Assist residential clients as needed in locating housing
- Assist case managers as needed with residential clients physical, emotional, mental and adjustment needs
- As needed, develop with residents individual plans of action for achieving self-sufficiency, safety planning, and other needs
- Facilitate public transportation request of residents if needed

**Outreach Services**

- Attend community outreach events: job fairs, resource fairs, special designated events, and etc.
- Participate in community forums
- Facilitate and train community as it relates to domestic violence
- Coordinate trainings and domestic violence events for the YWCA Greater Memphis
- Assist nonresidential outreach clients in locating housing
- Complete initial assessments of new nonresidential clients obtained by community outreach efforts
- Maintain necessary and appropriate outreach and outreach records
- Recommend community resources and referrals as necessary
- Commute to partnership sites for presentations and trainings

- Maintain collaborative contacts with other agencies for outreach and vendor opportunities
- Assist with answering the crisis hotline and making referrals to other appropriate agencies
- Share information with Shelter Coordinator through communications log to document problems or significant situations; confer verbally with Shelter Coordinator of any situations that arise requiring immediate attention
- Confer with Shelter Coordinator regarding developing new outreaches and trainings conducted by YWCA Greater Memphis domestic violence advocates.
- Attend staff meetings and training sessions as provided
- Meet with Shelter Coordinator to review resident files and provide input regarding nonresidential and some residents' progress toward stated goals

**OTHER RESPONSIBILITIES:**

- Document interactions with residents for file
- Compile information and data to ensure proper reporting
- Support the mission of the YWCA
- Perform other related duties as deemed necessary or as delegated by the Shelter Coordinator

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in social work, counseling, psychology or other related fields with one (1) year of case management experience or five (5) years of experience working in the domestic violence field and homeless clients.

**KNOWLEDGE, SKILLS AND EXPERIENCE:**

- Knowledge of housing and needs of victims of domestic violence and homelessness
- 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

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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.