

HEALTHY RELATIONSHIP ADVOCATE

Requirement of all Employees

Background Checks: All employees must pass child abuse and neglect central registry screening, preemployment drug testing and criminal background checks; All employees must complete a drug test during pre-screening. Employees are required to maintain confidentiality to protect victims. As a result, an extensive background check of work history and education will be conducted prior to hiring.

Training: All new employees are required to receive 40 hours of crisis intervention and trauma inform care training. All continuous employees are required to receive at least 20 hours of crisis intervention and trauma informed care training.

Mandated reporters: All employees are mandated reporters. Your work will have you in contact with vulnerable individuals and you have a legal duty to report abuse. While advocates generally keep victims' information confidential, they must legally report certain information, including threats victims make against others (or threats others make against the victim); threats of self-harm; and observed or suspected child neglect or abuse.

Special requirements of all employees: All contacts with clients will be kept confidential and all employees will be expected to sign a statement of confidentiality understanding that they may be terminated if confidentiality is violated. Evaluations of employees will be completed every 12 months. New hire evaluation will be every 3 months during the first year of employment.

JOB DESCRIPTION

Immediate Supervisor: Executive Director





Fair Labor Standards Act (FLSA)
Classification: Hourly

Rate of pay: \$10.50 – 16.15 range






Grant: Rural Interpersonal Violence Grant

Work Location: 8 rural counties – base 1213 VFW Road, Greenville, MS: Bolivar, Carroll, Grenada, Humphreys, Leflore, Montgomery, Sharkey and Washington (*Primary counties: Carroll, Grenada, Leflore, Montgomery, & Sharkey*)









Primary Victims to be served African American youth/young adults, ages 12-21 in 9 rural counties:

-  Domestic Violence;
-  Dating Violence;
-  Stalking; and,
-  Sexual Assault


















PRIMARY ROLE

-  Provide encouragement and support for all clients to achieve goals and action steps they have identified;
-  Set-up support groups for survivors;
-  Attend Healthy Relationship Sessions at school sites;
-  Assist with data input into Survey Monkey, EmpowerDB and Excel; and
-  Document client services.











OVERALL ROLE

-  Provide regular check-ins with clients;
-  Assist in answering the 24-hour crisis hotline;
-  Provide information on victimization;
-  Assist clients with filing victim compensations
-  Provide transportation for clients;
-  Provide information on crime prevention;
-  Provide information on victims' legal rights and protections;
-  Provide information on the criminal justice process;

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-  Make referrals to licensed counselors for individual and group sessions;
-  Help victims with safety planning;
-  Help victims submit comments to courts and parole boards;
-  Intervene with creditors, landlords, and employers on behalf of victims;
-  Help victims find shelter and transportation;
-  Works closely with Justice and Municipal Court Judges and Prosecutors in assisting victims through court;
-  Maintain and update client's files regularly;
-  Assist with providing food, clothes, and other necessary basic needs for clients;
-  Assist clients with attaining income by aiding with resumes, interview skills and reviewing job postings;
-  Report needed shelter repairs and emergencies immediately to the Executive Director;
-  Make referrals for legal assistance;
-  Provide emotional support for clients using compassionate, nonjudgmental communication.
-  Assist with Volunteer Services;
-  Provide referrals for other services for victims;
-  Assure that all clients are treated with respect and dignity regardless of race, ethnic background, marital status, gender, or socioeconomic background;
-  Assist with sharing our services with other agencies; and
-  Attend collaboration meetings as assigned.

ESSENTIAL FUNCTIONS:

-  Behave ethically and professionally;
-  Demonstrate excellent communication and typing & writing skills;
-  Understand the following software products: Word, Excel, OneNote, Publisher and Access;
-  Can work with diverse populations;
-  Can collaborate well with others, since they interact with professionals from many different social service and government agencies;
-  Have emotional resilience and stability since the work often involves dealing with crises;
-  Can communicate effectively both verbally and in writing;
-  Maintain consistent attendance is required to assure that survivor's needs are met;
-  Comply with all client facilities' policies, procedures, and practices; and,
-  Comply with all policies and to uphold our standards of excellence while on assignment in the field.

OTHER DUTIES

OVERNIGHT COVERAGE

- Monitor residents during day and night hours on shift.
- Provide telephone crisis and screening.
- Provide intake and type up reports.
- Monitor departure of residents.

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- Assist in transportation when needed.

RESIDENTS CARE

- Insure residents' compliance to house chores assigned.
- Pick up and distribute donations accordingly.
- Provide orientation to shelter to new residents.
- Refer clients to individual and group counseling

MAINTENANCE OF SHELTER

- Report any repairs needed to Executive Director.
- Insure safety of facility according to health and safety codes.

OUTREACH SERVICES

- Assist with transportation for clients to outreach services











REPORTING AND RECORD KEEPING

- Assist in maintaining daily roll.
- Make necessary notations in clients' folders and maintain any other records which require written notations.
- Attend staff meeting and in-services.



OTHER DUTIES ASSIGNED BY EXECUTIVE DIRECTOR

Overall, the victim service advocate position requires good listening skills and to be familiar with the community resources. All advocates will be working with individuals who are emotionally and/or physically traumatized. This position requires a person who possess empathy, the ability to listen, and a desire to help others. especially if they live in a culturally diverse area.

QUALIFICATIONS:

-  Prefer college degree in Social Service setting or at least High School Diploma with 4 years of work experience.
-  Possession of a valid Mississippi Driver's License, automobile, and adequate insurance.
-  Must be at least 21 years old.
-  Must pass child abuse and neglect central registry screening, criminal background checks; preemployment drug testing and tuberculosis screening (*These background checks are done at the expense of the employee prior to hiring.*);
-  Must have a home telephone or cell phone;
-  Must possess skills to be empathetic, nonjudgmental, supportive, respectful, and empowering in working domestic violence and sexual assault victims;
-  Must be knowledgeable of the dynamics of interpersonal violence and be able to respond appropriately in crisis situations;
-  Must be willing to adhere to the philosophy, mission, and policies of the Our House, Inc.
-  Must work collaboratively with others and other agencies.
-  Written and oral communications/presentations;

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-  Have at least 40 hours of domestic violence and/or trauma informed care training (*this will be provided at no cost prior to hiring*);
-  Ability to perceive individual needs of victims of domestic violence and conceptualize these needs in terms of emotional wellbeing and development of human growth and then introduce program opportunities which meet individual needs and enhance the quality of life for the clientele; and,

APPLICATION PROCESS:

Please e-mail ourhouse@ourhousenewbirth.com or mail to Post Office Box 3956, Greenville, MS, 38704 the following document: resume, cover letter, writing sample, 3 professional references, completed job application (found online) and a sample of work (i.e. a brochure, presentation, etc. that the candidate has developed on her/his own). Incomplete applications **will not** be reviewed.

Our House, Inc. is committed to equal opportunity in employment and does not discriminate based on “race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, and place of residence or business.

Working Conditions:

The Healthy Relationship Advocate must understand and accept the possibility of exposure to inside environmental conditions, such as noise, infectious/communicable diseases, blood and bloodborne diseases, chemicals and/or chemical fumes, odors, gases, and dusts. There is also the possibility of physical injury/verbal abuse from an out of control client and/or visitor. Frequent exposures to distressed clients, families, or visitors

I acknowledge receipt of this job description and understand and accept the duties and responsibilities as listed.

Signature of Employee

Date

Signature of Supervisor/Dr. Patricia Ann Davenport

Date