



# **DELAWARE TRIBE OF INDIANS**

## **JOB DESCRIPTION**

<b>Position:</b>	Domestic Violence Advocate
<b>Department:</b>	Family & Children's Services
<b>Employment Status:</b>	Regular
<b>Class:</b>	Full-Time
<b>Location:</b>	Bartlesville, OK / Caney, KS
<b>Immediate Supervisor:</b>	Family & Children's Services Director

### **General Description:**

The Domestic Violence Advocate's main role is to assist domestic violence victims in achieving safety and resource utilization to be free from violence. The Advocate will assist victims by promoting trust and communication with the criminal and civil court system as well as partner agencies.

### **Minimum Qualifications:**

A Bachelor's Degree in Social Sciences with a minimum of one year of experience OR 3 to 5 years of experience working in the field of domestic violence advocacy or crisis intervention with a demonstrated understanding of the dynamics of domestic violence and effective intervention strategies. Must be skilled in working with sensitive issues and possess a commitment to respecting the confidential nature of the work. Must have a proven ability to work effectively with diverse clients and resource services. Must have a demonstrated problem-solving approach to concerns and challenges. Must be proficient in data collection and reporting, and possess strong written and oral communication skills.

## **Job Responsibilities:**

Provides crisis intervention and advocacy services for domestic violence and sexual assault victims, including:

- Safety Planning

- Needs Assessment

- Referral Services and facilitation in obtaining services

- Lethality Assessments

- Domestic Violence Education

- Court accompaniment and support

- Court preparation and follow-up

Assists victims in completing the ex parte order of protection paperwork, presenting the protective order petition to the Court and understanding the legal process.

Assists victims in identifying and obtaining resources for basic needs.

Provide ongoing advocacy based counseling and safety planning.

Engage in community networking activities to both increase access to services for individuals as well as assist community service providers in understanding the dynamics of abuse.

Attends and participates in local, state and tribal coalition meetings and programs.

Assists in the evaluation and revision of policies, procedures and protocols, and provides technical assistance. Facilitates data collection and management.

Responsible for special projects such as the development and presentations or training programs for tribal staff and community partners.

Other duties as assigned by the Director of Children & Family Services.