



TESSA JOB DESCRIPTION

JOB TITLE: Eastern El Paso County Rural Victim Advocate

REPORTS TO: Manager of Advocacy Services

TIME REQUIREMENT: 40 hours a week

LOCATION: Calhan, Colorado | Community Outreach Center

SYNOPSIS: The person in this position is responsible for providing rural Domestic Violence victims (adults and children) with advocacy, information and referrals, and education. S/he is also responsible for implementing professional training and increasing community awareness on the issue of domestic violence, sexual assault, teen dating violence, and stalking.

***NOTE: This is a 3-Year Grant funded position.**

RESPONSIBILITIES

PROGRAMS & CLIENT SERVICES

GENERAL

- Treats clients with respect, dignity, and empathy.
- Develop knowledge and expertise regarding Domestic Violence and Sexual Assault (DVSA).
- Deliver programs and services in a manner that is respectful and sensitive to clients' cultural experiences.
- Develop multicultural services, programming, and outreach as appropriate.
- Prevent, identify, and remove discriminatory barriers in services provided.
- Understands department objectives and how they relate to the goals of the agency.
- Work collaboratively with other agencies and individuals with whom clients are involved to insure consistent, comprehensive, and efficient service-provision in Teller County.
- Provide emergency assistance and community referrals to clients when appropriate.
- Provide education and information to the client to support informed choices.

CONFIDENTIAL ADVOCACY

- Provide crisis intervention, information, safety planning, community resource referrals, and support in person and via telephone.
- Facilitate contact with arrest and non-arrest Domestic Violence victims following the response of cooperative law enforcement agencies to calls for assistance.
- Complete contextual analysis; determine need(s) for further assistance; provide victims with information on their rights and the court process; determine survivor's goals and objectives and support their efforts to achieve them through education, procurement of Orders for Protection, resource referrals, court support, etc. as desired by the client.
- Advocate on behalf of victims with law enforcement, prosecutors and other systems personnel, when requested.



- Monitor court hearings and outcomes and maintain communication with victims regarding their perpetrator's case, their ongoing need for services and referrals, and satisfaction with outcomes.
- Maintain appropriate documentation.
- Provide referrals to and facilitate transportation and relocation to safe shelter when appropriate.
- Facilitate DoVE (Domestic Violence Education) Groups

CULTURAL INCLUSIVITY

- Recognize that we hold attitudes and beliefs that can detrimentally influence our perceptions of and interactions with individuals who are diverse from ourselves.
- Recognize the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity.
- Apply the principles of multiculturalism and diversity in training and staff development.
- Apply culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members.
- Use organizational change processes to support culturally informed organizational policies & procedures.

RECORD KEEPING

- Completes appropriate notes for each client contact.
- Maintains client records in a timely and accurate manner.
- Communicates and follows up on necessary information.
- Collects and compiles client statistics for program management and grant reporting.

OTHER

- Commit to TESSA's organizational mission, vision, and operating philosophy.
- Keeps updated on professional development.
- Attend staff and other relevant meetings, trainings, and in-services as assigned.
- Other duties and projects as requested by supervisor.

COMMUNITY EDUCATION & TRAINING

- Develop knowledge and expertise regarding domestic violence.
- Develop and implement strategies for addressing community awareness and intervention gaps.
- Develop and maintain evidenced-based training curricula, materials, and associated evaluation tools related to family violence.
- Develop multicultural services, programming, and outreach as appropriate.
- Conduct domestic violence/sexual assault/teen dating violence/stalking prevention/intervention training and/or education tailored to the needs of the audience.
- Oversee the training/education evaluation process: data collection, analysis, reporting, program adjustment/modification based on results
- Deliver programs and services in a manner that is respectful and sensitive to the recipient's cultural experience.
- Understands department/grant objectives and how they relate to the goals of the agency.
- Prevents, identifies, and removes discriminatory barriers in services provided.



- Work closely with the Eastern El Paso County community leaders to create professional training to improve collective responses to domestic violence/sexual assault/teen dating violence/stalking geared toward improving offender accountability and survivor safety
- Building relationships with key community leaders including law enforcement, Department of Social Services staff, faith leaders, county health department staff, educators and administrators, the business community, courthouse personnel and elected officials in the county.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- B.A. or B.S. Degree
- Two years relevant experience (Confidential Victim Advocacy; working within judicial/legal/social service systems; etc.)
- Knowledge of Domestic Violence/Sexual Assault issues and experience working with DVSA victims
- Equivalent combination of education and/or experience may be considered
- Strong peer to peer conflict management
- Excellent organizational, communication (verbal and written), problem solving, listening and inter-personal skills
- Attention to detail
- Ability to work well under stressful circumstances
- Ability to empathize, encourage and guide
- Available to work evenings or weekends when necessary
- Knowledgeable and proficient computer skills
- Valid driver's license and car insurance
- Must be willing to complete background checks
- Ability to read, write and speak English
- Fluency in Spanish and/or ASL preferred

PHYSICAL REQUIREMENTS:

- Ability to sit/concentrate for long periods of time
- Ability to climb stairs, if necessary
- Possesses vision sufficient to read and work on a computer
- Possesses hearing sufficient to communicate on phone and in person
- Ability to write legibly
- Ability to lift 50lbs, intermittently
- Ability to work long hours, intermittently
- Ability to tolerate all weather conditions



The following experience/knowledge is not required but helpful:

- Background in direct services for battered women or sexual assault programming;
- Familiarity the criminal and civil court system
- Experience in policy development
- Experience in community organizing

Printed Name

Signature

Date