



Domestic Violence Advocate Associate Job Description

Position Summary:

The Domestic Violence Advocate Associate will provide immediate crisis intervention, safety planning, support, information and referrals to victims of domestic violence at the Women's Resource Center, both on the agency's hotline and at our confidential Safe Home. The position will report to the Crisis Advocate and the Residential Director. Note: this is a temporary position through December 31st, with a possibility for extension contingent on funding

Essential Job Functions:

- Provide trauma-informed direct services to victims of domestic abuse including support, advocacy, crisis intervention, safety planning, information and referrals on the helpline, with drop-ins and at the Safe Home
- Monitor and mediate Safe Home community problems and resident conflicts
- Consistently uphold Safe Home policies and guidelines
- Take appropriate steps to deal with emergency situations with the goal of maintaining the safety of all clients.
- Know and understand all community resources in Newport and Bristol Counties to make appropriate referrals.
- Provide follow-up services to clients as needed.
- Maintain client files, agency files, statistics, forms and other record keeping as required.
- Complete all paperwork and enter it into the client records database in a timely manner.

General Responsibilities

- Adhere to agency policies and work rules, including strict adherence to WRC confidentiality policies and code of ethics.
- Maintain professional boundaries.
- Attend and actively participate in agency meetings as required.
- Performance Skills
- Commitment to the mission, vision and values of the organization.
- Knowledge of domestic violence issues.
- Ability to work with diverse populations.
- Ability to interact sensitively with traumatized populations and to handle crisis appropriately.
- Ability to work independently and as part of a team.
- Excellent written and verbal communication skills.
- Excellent problem-solving abilities.

Hours / Salary

Wednesday	12-4 pm
Thursday	1:30-4:30 pm
Friday	1:30-4:30 pm
Saturday	9 am – 3pm

Please note that the hours of work are subject to change as WRC emerges from the current COVID-related restrictions. It is anticipated that the shifts on Thursday and Friday may shift to the morning at that time.

The rate of pay will be \$15-18/hour, depending upon experience. Benefits are not available for this position.

Special Requirements

- One-year experience working with victims of domestic violence preferred.
- Experience working with trauma survivors preferred.
- Possess valid Rhode Island driver's license; access to reliable means of transportation; proof of current liability insurance.
- WRC requires a BCI background check (at its expense) by the State's Bureau of Criminal Investigation prior to hire.

To Apply

Please send a resume and cover letter to careers@wrcnbc.org by no later than June 4th at 5:00 pm.

The Women's Resource Center is an Equal Opportunity Employer. The organization does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, disability, age, country of ancestral origin, or veteran status.