Position Title: Domestic Violence Victim Advocate

Reports to: Victims Services Director

Job Summary: The goal of the Domestic Violence Victim Advocate is to provide support, advocacy and assistance to adult victims of domestic violence throughout the healing process.

Case Management and Advocacy

- Provide immediate crisis intervention via telephone and/or in person with the victim.
- Ensure that victims know and understand their rights as victims.
- Facilitate weekly support groups for survivors.
- Work with victims to identify needs and make referrals for services.
- Complete a needs assessment with the client.
- Inform and assist victims to apply for victim compensation.
- Provide follow up through phone calls and scheduled meetings.
- Participate in Domestic Violence Coordinating Council meetings.
- Maintain client records and prepare program reports.
- Other duties as assigned.

RECORD KEEPING

- Complete weekly, monthly and semi-annual reports as directed
- Update client database daily (case notes, activities, referrals).
- Oversee completion of various questionnaires in order to be able to measures outcomes
- Document pertinent information in client files which would include, goal plans, advocacy letters and benefits applications.
- Ensure completion of all financial assistance forms.
- Perform other duties as assigned.

MEETINGS
- Attend staff meetings
- Attend trainings
- Participate in community meetings as directed

**Qualifications:**
- Bachelor’s degree in Human Services, or equivalent work experience.
- A minimum of three years of human services experience
- Ability to work with a team and independently – must be self-directed.
- Excellent public relations and communications skills.
- Good organizational and computer skills.
- Ability to maintain confidentiality and personal boundaries.
- Valid South Carolina driver’s license, clean driving record and willingness to travel.
- Must pass background checks
- Must become a Certified SC Victim Service Provider within one year of employment