

EVE, Inc. (End Violent Encounters)

Job Title: Residential Domestic Violence Advocate

Classification: Full-time and hourly, non-exempt under FLSA

Preferred Education and Experience: Education: Bachelor's Degree in Counseling, Social Work, Women's Studies or related field. Equivalent experience would be considered. Work Experience with survivors of domestic violence or other violent crimes.

Expected Hours of Work: Monday through Friday between 8:00 am-4:00 pm

Work Location: Office is located in Lansing MI

Pay Range: \$18-\$19/hour

Supervisor: DV Advocacy Coordinator

Summary of Functions:

The Residential Domestic Violence Advocates will provide direct service to survivors of domestic violence that reside in EVE's shelter. These services include, but are not limited to, advocacy, safety planning, crisis intervention assistance, and referrals to community resources. This position will network with law enforcement, prosecution, court staff, and other victim service provider agencies within the tri-county area to provide survivors of domestic violence with the best possible services. The Residential Domestic Violence Advocates will attend relevant community meetings as a representative of EVE. This advocate will demonstrate compassion and role model the agency philosophy of empowerment in all interactions with survivors who seek services.

Essential Functions:

- Develop and maintain effective communication and positive relations with court personnel, attorneys, law enforcement, judges, and victim service provider agencies.
- Attend networking meetings to provide and gather information on services within the community and build a positive relationship with community partners.
- Using an empowerment-based, survivor-centered model, provide support and assistance to survivors as they navigate systems. This may include assisting survivors with finding housing, employment, or school and advocating for the survivor within systems
- To the extent desired by the client, provide legal advocacy with Personal Protection Orders and with criminal cases, including providing support to survivors at hearings, and communicating with court staff, prosecution, and law enforcement agencies
- Provide information on the Crime Victims Services Compensation program to each client and assist with the application process
- Make appropriate referrals for both EVE's internal support services and outside agencies
- Advocate on behalf of survivor with area agencies, programs, employers, landlords, medical professionals, law enforcement, legal professionals, and others as requested

- Assist clients with safety planning
- Maintain updated resource materials for use of agency staff and clients
- Maintain client files, case notes, PARs and other record keeping as required in accordance with grant and agency policy/procedures within established timelines
- Adhere to agency and shelter safety, security rules and procedures to maintain safety of individuals utilizing agency services
- Provide client input to EVE through distribution of Domestic Violence Advocacy Feedback Forms
- Exhibit professional standards in interactions with clients and staff
- Provide crisis line coverage as needed
- Mentor and supervise advocacy program interns
- Other duties as assigned

Required Skills/Abilities:

- Perform characteristic duties as outlined in the position description
- Knowledge of Domestic Violence, Trauma Informed Care, Power and Control Dynamics
- Ability to demonstrate empathy, problem solving, empowerment, and conflict resolution skills
- Ability to work with diverse populations
- Ability to participate as a positive, supportive team member
- Ability to be honest and courteous in all interactions
- Ability to maintain confidentiality and professional boundaries
- Possess strong verbal and writing skills
- Ability to use a computer for report writing, data collection, and communication
- Ability to organize and prioritize

Pass a criminal background check

Possess a valid Michigan Driver's License

To apply please email your resume and cover letter to Brenna Hudgens at bhudgens@eveinc.org.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____