Summary of Functions:

The DVSU Victim Advocate is responsible for the provision of personal victim advocacy services including information about domestic violence, sexual assault, stalking, crisis intervention, safety planning, and referrals for community services. The Victim Advocate provides court support and personal protection order assistance to survivors of domestic violence, stalking, and/or sexual assault who are designated as 55th District Domestic Violence Court victims. The Victim Advocate is a member of the 55th District Domestic Violence Court team and works with team members to coordinate service to domestic violence victims. The Advocate is responsible for gathering and reporting statistical data and other data as assigned. The Victim Advocate works out of the Domestic Violence Support Unit and can provide advocacy at non-traditional sites. Reports to the Director of Legal Programs, who supervises the Personal Protection Order Office and the Domestic Violence Support Unit (DVSU).

Characteristic Duties:

* Respond to individuals providing crisis intervention, information and referrals using empathy and empowerment.
* Assist victims with access to services by provision of services to remove barriers.
* Complete documentation of services provided including statistical data.
* Meet with 55th District Domestic Violence Court team members on a regular basis to coordinate services.
* Develop and maintain effective communication and positive relations with court personnel, attorneys, law enforcement, and judges
* . ♣ Make appropriate referrals to EVE, Friend of the Court, Legal Services, Prosecutor’s Office, Police, and other community organizations.
* Provide court support and information to victims during any court processes related to the perpetrator of the abuse.
* Provide information, support, and technical assistance to clients seeking personal protection orders in Ingham County.
* Provide immediate response to victims in need of PPOs, coordinate with police, prosecutor, and probation to help ensure enforcement of PPOs and No Contact Orders, provide court support and personal advocacy including safety planning.
* Provide technical assistance to clients when the PPO or No Contact Order has been violated.
* Advocate on behalf of the victim with area agencies as necessary.
* Provide updated client information to EVE, Inc. to assure that clients received immediate safe shelter when needed.
* Practice EVE empowerment philosophy in all client interactions.
* Staff the daily walk-in hour at DVSU.
* Complete reports to be submitted to the Director of Legal Programs.
* Complete follow up with Domestic Violence Police Reports received.
* Any other duties as assigned.

**Position Qualifications/Skills Required: Education/Experience**: Bachelor’s Degree in Counseling, Social Work, Family Ecology, Women’s Studies or related field or 3 to 5 years of experience working with victims of domestic or sexual violence.

Required Skills / Abilities:

* Perform the characteristic duties as outlined in the position description.
* Knowledge of Intimate Partner Violence and the Power and Control Wheel.
* Sensitivity and knowledge of intimate partner violence, stalking, sexual violence, and trauma responses.
* Strong organizational skills.
* Strong ability to work independently.
* Written and oral communications are of professional quality.
* Experience or training in crisis intervention techniques.
* Ability to demonstrate empathy, problem-solving, and conflict resolution skills.
* Ability to participate as a positive and supportive team member.
* Ability to maintain professional boundaries.
* Ability to be honest and courteous in all interactions.
* Use of computer for report writing and to meet job responsibilities.

Possess a valid Michigan Driver’s license. Pass a criminal background check Classification: Part-time, regular, non-exempt, hourly Hours: 28 hours per week Monday – Friday 8:00 am – 5:00 pm, schedule to be determined. Work Site: DVSU (Ingham County Sheriff’s Office in Mason) and 55th District Court This position is funded through the Mason Area Community Fund

Job Type: Part-time

**Experience:**

* relevant: 1 year (Preferred)

**Hours per week:**

* 20-29

**Pay Frequency:**

* Bi weekly or Twice monthly

**Schedule:**

* Monday to Friday

**This position is funded through the Mason Area Community Fund**

**All interested candidates should send a cover letter and resume to Kaitlynn Dwyer at KDwyer@ingham.org**

**Position is opened until filled.**