



Domestic Violence Advocate Law Enforcement Specialized Units (LESU)

Job Title: Domestic Violence Advocate - LESU
Department: Community Response & Education
Reports To: CRE Program Manager
FLSA Status: Non Exempt (40 hours per week)
Compensation: \$47,840 - \$58,240 annually
Benefits: Medical, Dental, Vision, 401K, Life Insurance
Send resume & cover letter to: Erika Cazares erikac@napanews.org

Agency Description

NEWS is honored to provide domestic violence and sexual abuse advocacy services throughout Napa County. Recognized as a distinguished and well-respected nonprofit organization, NEWS believes that the pathways out of violence can be as individual as the people we serve. Our innovative programs and services reflect that belief. The agency was formed in 1981 to provide immediate safety assistance to people escaping violence. For 35+ years, NEWS has grown and expanded its services to include programs to address the whole person, including the needs of children who have been exposed to violence and abuse. Our team is grounded in the values of dignity and respect, both for those we serve and for ourselves. We are committed to continually working toward reducing domestic violence and sexual abuse, promoting healthy relationships and to building a violence free community for all.

Position Summary

This position is essential in order to provide immediate advocacy, services, and referrals to domestic violence victims and their children. The primary working space for this position is at the Monarch Justice Center. This position acts as a liaison between the Napa Police Department and NEWS. This position requires working with the Napa Police Department Domestic Violence Detective in responding to residences where domestic violence incidents have occurred. This individual would be responsible for providing immediate advocacy to victims of domestic violence, assist with coordination of the 24-hour DVRT advocates to ensure proper coverage, attend trainings (some out of the area and or state), attend meetings, provide presentations, coordinate and conduct trainings/outreach at community events and for other agencies, assist in inputting data into databases, assist in completing grant reports, and assist in writing grants.

Additional Duties and Responsibilities

- Assist with the coordination of immediate response of domestic violence response team (DVRT)
- Coordinate with the Napa PD Domestic Violence Detective on a daily basis
- Ensure victims and their children receive follow up services and referrals to necessary resources to maintain their safety and protect them from further trauma.
- Attend DV Task Force meetings & DV Multidisciplinary Team meetings
- Provide initial assessment of NEWS families and out of agency referrals around safety and immediate needs (e.g. police reports, protective orders, food, shelter, etc.)
- Maintain program records and statistics and collect data for reports
- Serve as liaison between NEWS and the community to promote collaborative relationships
- Sensitivity to adults and children in crisis
- Ability to work well with people from diverse backgrounds.

- Ability to maintain strict adherence to confidentiality
- Ability to display initiative in an environment frequently charged with emotion and stress
- Treat all clients and callers with professionalism, positivity and sensitivity
- Attend NEWS events as an agency representative

Qualifications: 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 can be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: BA degree from an accredited college and/or experience working as a case manager in the Health & Human Service field or Social Sciences. Experience in non-profit work preferred. Basic understanding of the criminal justice system preferred. Experience working with at-risk communities &/or domestic violence and/or sexual assault related issues preferred.

LANGUAGE SKILLS: Ability to communicate fluently in writing and orally in English and Spanish. Ability to read, analyze, and interpret case management notes. Ability to write case manager notes and shelter correspondences. Ability to effectively present information and respond to questions from supervisors, peers, general public, etc.

COMPUTER SKILLS: Ability to operate Microsoft Word and Excel for a variety of purposes. Ability to create, send, and reply to emails. Ability to use internet search engines. Ability to maintain accurate client records and statistics.

CERTIFICATES, LICENSES, REGISTRATIONS: Domestic Violence and Sexual Assault Counselor Certificate (or successfully attain after hire). Valid California Driver's License required and current vehicle insurance.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. Employee is required to talk and hear, and use hands and fingers to operate a computer and telephone keyboard. Employee may be required to help move small items less than 45 lbs.

WORK ENVIRONMENT: NEWS is dedicated to providing safety, hope, healing and empowerment for survivors of domestic and sexual abuse. Equally, NEWS is committed to promoting safe communities and social change through prevention, intervention, education, and advocacy throughout Napa County. It is our belief that in order to promote respect within the lives of those we serve, we must first start by respecting and honoring those we work with here at NEWS.

EQUAL EMPLOYMENT OPPORTUNITY: NEWS is an equal opportunity employer. Federal and State laws and the Agency's policy prohibit employment discrimination against applicants for employment and employees on the basis of age, ancestry, sex/gender (including gender identity,) pregnancy, childbirth and related medical conditions, marital status, registered domestic partner status, medical condition related to cancer or genetic characteristic, national origin, physical or mental disability, race, religion, sexual orientation or veterans' status. Discrimination is also prohibited on the basis of a perception that a person has any of the above characteristics.

Intent of Job Description

This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a familiar level or difficulty.