

Mid-Coast Family Services

OPENING DATE: 11.03.2021

CLOSING DATE: Position May Close Without Prior Notice

VICTIM ADVOCATE – Level 1

G-04

FULL-TIME / NON-EXEMPT

REPORTS TO: DIRECTOR OF VICTIM SERVICES

GENERAL DESCRIPTION

This position assists in the coordination of services at the shelter and provides advocacy to clients by listening, giving referrals to area resources and problem-solving ways to create a plan for independence; assists in the evaluation of client services in meeting objectives.

ESSENTIAL FUNCTIONS, JOB DUTIES, AND RESPONSIBILITIES

- Performs intakes, orientation, safety planning and peer counseling for clients.
- Maintains appropriate documentation as required.
- Answers hotline as needed, providing telephone screenings, information, or referral as requested.
- Provide education to professionals and public.
- Provide information and referrals to community resources.
- Provides information and referral to clients as needed.
- Assists with Crime Victims' Compensation Applications.
- Educate and assist in applying for CVC and VINE.
- Provide crisis intervention on individual basis and in group setting.
- Provide advocacy with third parties.
- Provide accompaniments to LE, court, forensic exams.
- Co-ordinates with appropriate MCFS staff to ensure the delivery of needed services to clients.
- Provides input and feedback as needed for ensuring that agency programs are accessible to eligible persons.
- Assists with maintaining order and cleanliness in the shelter.
- Provide support and crisis intervention in individual and group settings.
- Participates in on-call rotation for accompaniments.
- Performs other related duties as assigned.
- Inside work environment.
- 10% travel required.
- Valid Texas drivers license and meet all insurance requirements.
- Ability to position oneself in a bending position, maintain a stationary position, ascend and descend stairs, read, write, observe, communicate, and transport 10 pounds.
- This job description does not cover all duties and duties may change or new duties may be added at anytime, with or without notice.

EDUCATION AND TRAINING

- Four-year College or University degree or equivalent preferred. Experience may be substituted for education.
- Knowledge of community resources.
- Knowledge of family violence issues and dynamics preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to advocate effectively for victims regarding family violence issues.
- Ability to be flexible with work schedule.
- Able to be open minded and committed to teamwork.
- Exhibit a sense of compassion toward clients with a comprehension of appropriate response to needs
- Maintain a working knowledge of community resources.
- Ability to organize workload, set priorities, and follow through tasks to completion.

- Excellent verbal and written communication skills.
- Ability to problem-solve, work independently, and provide crisis intervention when needed.
- Ability to project a positive, enthusiastic and confident image; with strong interpersonal skills.
- Strive to achieve complete knowledge of all MCFS services.

Applications are available at Mid-Coast Family Services, 120 S Main, Suite 175 and can be downloaded from the MCFS website. For complete details regarding the duties of this position you may request a copy of the job description from Human Resources. This position is open to any person meeting the minimum qualifications as outlined in the current job description on file in Human Resources.

MCFS does not discriminate on the basis of disability in the admission to, or access to, or treatment or employment in, its programs or activities. MCFS invites applicants to disclose any need for accommodation in the application process.

MCFS is a drug free, tobacco free work-place. Offers of employment with MCFS will be tentatively based on successfully completing and passing required screening.

Please contact Human Resources for further information

MCFS is an Equal Opportunity Employer.