



## POSITION DESCRIPTION

**POSITION TITLE:** Domestic Violence Victim's Advocate

**REPORTS TO:** Family Justice Center Program Manager

**COMPENSATION:** \$20.00 to \$21.19 per hour DOQ.

**BENEFITS:** Eligible for medical, dental, vision, and life insurance following 60 days of employment; eligible for sick, vacation, and holiday leave

**HOURS:** Full time 35 hours per week; typically Monday-Thursday 9:00AM to 5:00PM, and Fridays 9:00-2:00PM; schedule negotiated upon hiring. Occasional nights/weekends.

**LOCATION:** This position is based out of our West Olympia location and includes regular presence at district court hearings and co-location onsite at the Lacey Police Department.

**About us:** Family Support Center of South Sound is seeking to fill the position of Domestic Violence Victim's Advocate for the Family Justice Center (FJC) program in partnership with the City of Lacey Police Department. The FJC is a multi-agency, multi-disciplinary resource center designed to provide comprehensive, coordinated, and co-located services to individuals and families who are affected by domestic violence, sexual assault, stalking, and/or human trafficking. Under leadership of the four main partners; Thurston County Sheriff's Office, Thurston County Clerk's Office, Thurston County Prosecuting Attorney's office and the Family Support Center of South Sound, the FJC program co-locates non-profit and government agencies in an effort to develop strong, collaborative relationships which support improved outcomes for survivors and their children.

**Position Summary:** The Domestic Violence Victim's Advocate will provide systems-based advocacy and support to survivors of domestic violence, sexual assault, stalking and dating violence in coordination with the City of Lacey Police Department and City Attorney's Office. This position will support victims/survivors through the criminal justice system. This includes support in district court during hearings, accompaniment during defense interviews, mobile and site based advocacy, safety planning, resource referral and coordination, and direct referral to onsite services of Family Support Center of South Sound.

### **Preferred Skills and Experience:**

- Education: Bachelor's degree in social services, criminal justice, psychology, or related field. May substitute comparable work experience for education.
- Certifications: WA Domestic Violence Advocate and/or Crime Victim's Advocate; if not currently certified, ability to become certified within 3 months of gaining employment
- Professional experience: A minimum of 2 years working directly with victims of crime, including providing direct advocacy and support
- Skills: Ability to write and speak effectively with all audiences
- Technology: Computer literacy, proficiency in the use of Microsoft Office programs
- Understanding and knowledge of the criminal justice system
- Experience working with diverse populations
- Bilingual in English and Spanish and/or other languages
- Fully insured personal vehicle and be willing to travel locally

### **Licenses and Other Requirements:**

- Current driver's license
- Fully insurable driving record
- Ability to pass comprehensive background check
- Over the age of 18

**Primary Responsibilities:**

- Opens and prepares new case files; provides initial evaluation and crisis services to domestic violence victims/survivors; prepares and supports clients during criminal court hearings. Provides victim statements to court as appropriate.
- Ongoing support services to victims including but not limited to; maintaining detailed records on each case, notifying survivors of future court dates and provide updates on resolutions of cases.
- Coordinates and assists with victim/witness interviews.
- Assists survivors at trial, and all related criminal court hearings.
- Maintains effective working relationships with key partners including, Lacey Police Department, Lacey City Attorney's Office, Thurston County District Court Probation and Mental Health staff, colleagues in the Thurston County Prosecutors Office and Olympia City Attorney's Office, Re-entry Specialists at both the Thurston County Jail and Nisqually Tribal Jail, JBLM and Lacey Veteran's Center personnel, as well as other criminal justice agencies and community based resources and programs.
- Verify Violation of No Contact Orders (VNCO) from the Nisqually Tribal Jail.
- Prepare a short presentation for Lacey Police Department annual trainings.
- Attend and/or present at patrol or Sergeant's briefings as requested.
- Participate in at least quarterly ride-alongs with Lacey Police Department.
- Co-locate onsite (as possible with COVID-19 guidance) at Lacey Police Department weekly, working alongside Officers and Detectives, providing follow up advocacy as needed for survivors.
- Provide immediate crisis intervention and safety planning to support survivors in increasing their personal safety and ensure the survivors and their family members immediate basic needs are met.
- Educate survivors on the resources, services, programs, and benefits that are available to them.
- Oversee implementation of adopted priorities, strategies, approaches, and programming to meet coordinated services goals and objectives.
- Local travel between Family Support Center office in Olympia, Thurston County District Court, Lacey Police Department, and other local social service providers.
- Provide regular updates to the City of Lacey and Lacey City Attorney's Office regarding the progress, successes, and challenges in meeting services, goals, and objectives.
- Attend twice monthly Family Support Center all staff meetings, and monthly Coordinated Community Response Team meetings.
- Utilize databases ethically and responsibly, including Apricot, JABS, JIS, Odyssey, Telmate, and others.
- Participate in Family Support Center's on-call rotation to provide backup support to staff and volunteers at Pear Blossom Place, the organization's family shelter.
- Other duties as assigned.

Interested applicants should submit professional cover letter, resume, and contact information for at least 3 professional references (email and phone preferred) via email to [hiring@fscss.org](mailto: hiring@fscss.org) or mail to Hiring, 3545 7<sup>th</sup> Ave SW, Suite 200 Olympia, WA 98502. No phone calls please.

Position open until filled.

*Family Support Center is an equal opportunity employer and service provider. Family Support Center shall not discriminate against any person on the basis of any legally protected status including, but not limited to: age, citizenship, color, disability, health condition, ethnicity, marital status, national origin, religion, sex, or sexual orientation.*