

**Organization:** Texoma Alliance to Stop Abuse, Inc.

**Position:** Victim Advocate and Community Educator **Status:** Full-time Non-Exempt

**Starting Salary:** \$32,000, plus PTO. Healthcare reimbursement option

**Reports To:** Executive Director and Board of Directors

**Purpose of Position:** To provide information, supportive services, and advocacy to victims of domestic violence and sexual assault in Wilbarger, Hardeman, and Foard counties. To provide community education regarding domestic violence, dating violence, agency services, and to conduct prevention activities.

**Key Responsibility Area:** Client Support Services

Duties include, but may not be limited to the following:

- Provide education and advocacy to victims of domestic violence and sexual assault
- Ensure that appropriate records are maintained regarding clients, service delivery, and grant reporting requirements
- Be on call for two weeks out of the month to provide after hour victim advocacy on the agency's 24/7 hotline.
- Contact victim-partners of BIPP clients periodically
- Ensure accompaniment of victims to hospital, police station, court proceedings, etc. as appropriate and necessary.
- Assist with crime victim compensation application assistance
- Provide information and referrals to needed services
- Transport victims or help coordinate the transportation of victims to shelter facility when needed
- Participate in the Domestic Violence High Risk Team attending monthly meetings and related trainings
- Participate in the Sexual Assault Response Team attending quarterly meetings and related trainings
- Travel to Hardeman and Foard counties bi-monthly to be available for victim services

**Key Responsibility Area:** Education and Prevention

- Lead prevention efforts between community partners including social service agencies, police departments, school districts, substance abuse agencies, colleges, and churches.
- Prepare and distribute materials to the community (i.e. brochures)
- Travel to Hardeman and Foard Counties bi-monthly for networking and outreach
- Participate in community events in the assigned geographical region
- Create and give presentations to the general public and organizations to raise awareness of domestic violence and agency services
- Assist with the annual domestic violence awareness walk and other events for domestic violence awareness month.
- Facilitate "In Her Shoes" and "In Her Shoes: Teen Dating Violence" to appropriate groups

Updated October 2023

**General Responsibilities:**

Duties include, but may not be limited to the following:

- Perform other duties as assigned by the Executive Director
- Attend all meetings, conferences, and training as directed both in person and virtually (may require overnight travel).
- Regular upkeep of office space to help create a safe and welcoming environment
- Maintain professional conduct and represent agency in a professional manner

**EDUCATION:** Bachelor's Degree in social service or related field preferred but not required.

**QUALIFICATIONS:** Knowledge regarding dynamics of family violence preferred; excellent oral and written communication skills to include public speaking; high level of personal integrity, diplomacy, discretion, and tact is necessary; computer literate and proficient in Microsoft Office products; highly organized, flexible, and able to manage multiple priorities with ability to work with minimal supervision and meet deadlines; non-traditional hours to include some evening and weekend hours required; some travel requiring a valid driver's license and a personal, insured vehicle for use on the job required. Travel required within all counties served by the agency.