

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

Organization: Texoma Alliance to Stop Abuse, Inc. 501(C)(3) Non-profit

Salary: \$15.38-\$17.31 hourly rate. PTO and paid Holidays.

Benefits: No insurance provided. (Possible Health 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
- Ensure that appropriate records are maintained regarding clients, service delivery, and grant reporting requirements
- Provide hotline coverage
- Be on call two weeks out of the month to provide after hour victim advocacy for high risk victims
- Contact victim-partners of BIPP clients periodically
- Ensure accompaniment of victims to hospital, police station, law enforcement interviews, 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 (DVHRT) attending all meetings and related trainings
- Coordinates with DVHRT agencies to receive the most current updates on active cases
- Offer/provide services to survivors who are on the DVHRT caseload
- Travel to Foard county bi-weekly to be available for victim services
- Keep office hours in Hardeman County monthly

Key Responsibility Area: Education and Outreach

- Lead outreach efforts between community partners including social service agencies, police departments, school districts, hospitals, substance abuse agencies, colleges, and churches.
- Prepare and distribute materials to the community (i.e. brochures)
- Travel to Hardeman and Foard Counties bi-weekly 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
- Maintain agency social media with relevant info

General Responsibilities:

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

- Perform other duties as assigned by the Executive Director
- Attend all meetings and training as directed (both in person and virtually)
- 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 out of town and overnight travel required for training. Driver’s license and a personal, insured vehicle for use on the job required. Travel required within all counties served by the agency.