JOB DESCRIPTION

Position: YWCA Victim Services Protective Order Advocate

Status: Part Time/ Hourly/ Non-Exempt

ORGANIZATION SUMMARY

For over 100 years the YWCA of Central Virginia has been serving the women, children, and families of Central Virginia. Founded in 1912 by a dedicated group of women, the YWCA of Central Virginia has grown and adapted to meet the varying needs of the communities we serve. YWCA of Central Virginia serves seven counties and one city, an area of 4,400 square miles with a population of over 400,000 community members. We currently host three key direct service programs: Domestic Violence Prevention Program, Sexual Assault Response Program, and Town Center Women’s Residential Housing Program.

GENERAL DESCRIPTION

The YWCA of Central Virginia is seeking a team member to provide critical assistance to victims with immediate court advocacy services, specifically helping to navigate the difficult and complex protective order intake process, providing support and referrals for community assistance, and helping with safety planning. This position will be under the supervision of YWCA’s Senior Managing Director for Victim Services but will work in partnership with the Lynchburg Commonwealth’s Attorney’s Office, Lynchburg Juvenile and Domestic Relations District Court, and the Court Services Unit. The YWCA is moving forward to continue our mission, and we need a member of our team that will focus on providing key supports within our service area so that the YWCA can continue to service the women, girls, and families of Central Virginia in the years and decades to come.

This is a 100% grant-funded position. Although the grant is expected to be continued through 2024, sometime grant funding will be relinquished from the grantor with little to short notice. If that would occur, your employment under the grant would be terminated. However, you should be aware that your employment as a staff employee of the YWCA of Central Virginia is considered to be at will and may be terminated by you or the YWCA at any time regardless of the end date of the grant.

Areas of Responsibility

- Data and Reporting
  - Maintains and updates database of information related to populations serviced (via number system) in including method of referral and if they were able to obtain the order, extend the order, or if the request was denied; as well as including follow-up contact data
  - Complies monthly statistics of victims served and assists in preparation of grant progress reports, as requested

- Judicial System Support
  - Aids victims in extending Emergency Protective Orders (EPO) and/or seeking preliminary protective orders. Provides assistance to all victims in required paperwork completion
  - Assists victims in applying for custody, child support, and spousal support as needed at the Juvenile and Domestic Relations District Court (J&DR)
  - Engages with community members who walk-in for assistance or who are referred for support to assess their needs for community supports, and assists in navigating the various processes in obtaining community services and language interpretation services
  - Provides victim accompaniment with all civil court appearances, as requested & as time permits
  - Creates strong working relationships with criminal justice agencies and area community service providers to stay apprised of the various resources available to assist victims. Advocate may engage in required trainings and/or meetings with allied professionals on domestic violence issues and services offered through the program.
  - Makes appropriate referrals to YWCA DVPP staff to ensure that ongoing contact and victims to provide assistance and “hands on” referrals to services occurs promptly
  - Makes appropriate referrals to YWCA DVPP staff to ensure victim, if needed, has adequate transportation to attend court proceedings, appointments/meetings within area, as needed
  - Assists in safety planning and develops a plan for follow-up assistance with victims, within a set time frame, to determine any further service needs
  - May be requested to participate in group meetings such as the Domestic Abuse Response Teams, as time allows
All YWCA staff members are expected to function as self-directed members of a team, to model professional standards and the YWCA mission, and to help sustain an environment that eliminates racism, promotes diversity and inclusion, and encourages women’s and girl’s investment in themselves and in the YWCA movement.

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Job Qualifications

1. An understanding of and belief in the mission of the YWCA of Central Virginia which is to eliminate racism and empower women. All team members must have a commitment to promote racial equity and social justice advocacy.
2. High School degree required (diploma or GED). Must pass a criminal background check.
3. Two (2) years of experience and training in the field of human services and/or criminal justice required.
4. Excellent written and verbal communication skills including experience using Microsoft Office (MS Word, MS Excel, MS PowerPoint). Comfort level using Microsoft Outlook 365 for email and shared calendars; willingness to learn to use Microsoft Teams and Slack
5. Experience using internet-based programs and common office equipment including windows-based computers, printers, scanners, and fax machines.
6. Ability to prioritize, multi-task and follow through with minimal direction and competing deadlines.
7. Attention to detail and being highly organized is a must.
8. Ability to work in partnership with a diverse multi-generational team
9. Focus on providing excellent client assistance and ensuring client confidentiality is kept.
10. Excellent judgement and creative problem-solving skills, including negotiation and conflict resolution skills.
11. Flexibility in varied job assignments, including the ability to adapt to constantly changing priorities.
12. Team member must be energetic, flexible, collaborative, and proactive.
13. Access to reliable personal transportation, including having a driver’s license and legal ability to drive.
14. Ability to work with compassion and patience in a traumatic and frantic environment.

Preferred Qualifications

- Associates Degree with work experience in Social Work, Criminal Justice, or Psychology.
- Bachelor’s Degree in Social Work, Criminal Justice, or Psychology.
- Three (3) or more years in human services or criminal justice.
- Experience working with a diverse, multicultural population will be considered an asset
- Experience with nonprofit organizations

Physical Requirements

- Maintain dexterity, vision, and coordination, sufficient to perform essential functions.
- Ability to sit for extended periods of time.
- Must be able to lift and move up to 50 pounds.
- Requires the ability to be mobile (including, but not limited to walking, bending, squatting, crouching, twisting, kneeling, reaching, climbing stairs, etc.)

Environmental Conditions

- The Advocate is primarily located in a busy courthouse, with some time spent in a more standard office environment including a courthouse.
- This position requires direct interaction with clients and the public, including interactions in public locations such as police departments and court houses where the staff member could be exposed to and communicable diseases including influenza and the novel coronavirus as well as other issues including bedbugs.
Sensory Demands
• The Advocate may spend hours in intense concentration. The Advocate must also spend long hours on the computer entering thorough information which requires attention to detail and high levels of accuracy.

Mental Demands
• Deadlines are associated with this position that may cause significant stress. Due to the nature of working with victims of trauma, vicarious trauma is a real possibility and self-care is highly encouraged in this role. Working with domestic violence and sexual assault clients may cause significant stress and mental strain. The incumbent must also deal with a wide variety of people on various issues including, but not limited to, those facing domestic violence, sexual assault, human trafficking, poverty, homelessness, and racism due to the mission and programs of the YWCA.

Position Type and Expected Hours
• This is a part-time position, with no eligibility for benefits.
• Hours to be filled are Monday-Friday from 8-1pm; and Monday-Friday from 12-5pm in the Lynchburg Juvenile and Domestic Relations Court primarily.

YWCA of Central Virginia is an Equal Opportunity Employer. YWCA of Central Virginia does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Pay Scale and Hours: $10.50-13.00 per hour, depending on experience and availability of funds.
CERTIFICATION

I certify that I have read and understood the responsibilities assigned to this position, and the salary available. I understand that this role is fully grant funded and funding may be withdrawn at any time.

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