TITLE: DV Advocate- Family Safety Center  
$42,750
RESPONSIBLE TO: Director/Coordinator Domestic Violence Services

JOB DESCRIPTION: The DV Advocate provides direct support and assistance to families by using a trauma-informed approach to making appropriate referrals to community-based organizations. Located full-time at the Family Safety Center of Memphis and Shelby County, this professional will have minimal responsibilities off-site (i.e.- attendance in occasional YWCA Greater Memphis staff meetings). Applicants should have a possess a Bachelors’ Degree (Master’s preferred) in counseling, psychology, social services, criminal justice, non-profit management or a related field, as well as experience in case management and in working with persons experiencing housing insecurity and/or family violence. Travel may be required, includes use of personal vehicle.

MAJOR RESPONSIBILITIES:
**Direct Services**
Advocate will work to identify, screen, and serve eligible clients eligible for YWCA DV Services.

- Conduct interviews and assessments to accept, deny, and refer applicants.
- Community engagement.
- Complete all required monthly, quarterly, and annual reports.
- Meet with clients at the office, via phone or in-person to provide support to clients. Case management focuses on assisting clients in achieving goals related to self-sufficiency (e.g. helping to address housing instability; following up on referrals, etc.)
- Assess safety of clients and provide them with referrals to justice advocacy organizations, as well as crisis intervention resources.
- Maintain client files and complete reports.
- Complete directed research as needed, and assist with compliance reporting.
- Provide information to partners and individuals through outreach events and presentations.
- Perform the duties of an Advocate as needed.
- Develop and maintain mutual relationships with housing providers (e.g.: local apartment complexes, supportive housing agencies, and housing nonprofits)
- Work with the Coaction Net system.
• Attend and meaningfully participate in the Domestic Violence Response Team and Fatality Review team gatherings.

• Assist in administrative duties related to grant administration.

• Perform other program related duties as assigned

OTHER RESPONSIBILITIES:

• Provide or arranges transportation for new domestic violence clients referred by FSC.

• Compiles information and data to ensure proper reporting

• Supports the mission of the DV Shelter and the mission of the YWCA Greater Memphis.

EDUCATION AND EXPERIENCE:

• Associate’s degree in social work or related field preferred; 1-3 years’ experience working with diverse populations, preferably in a congregate living setting; experience in public health or medical facility; experience presenting information to individuals and groups.

KNOWLEDGE, SKILLS AND EXPERIENCE:

• Knowledge of domestic violence and needs of victims of domestic violence

• Knowledge of community agencies and resources

• Strong listening and reflective response skills, oral and written communication skills, case management skills, and computer or word processing skills

• Must have a valid driver’s license

• Excellent communication skills

modom@memphisywca.org
YWCA Greater Memphis
Attn: Marquiepta Odom or Executive Director
766 South Highland Street
Memphis, TN 38111
Closing date is Tuesday, August 22, 2022
No phone calls please.