



Advocate

Vera House, Inc. is a human service agency that provides unconditional care for individuals and families-through comprehensive domestic and sexual violence prevention and intervention services. We believe in collectively serving members of the community and creating an environment of accountability for our services. We strive to provide our employees with flexible schedules, when possible, a level of autonomy to complete their work, and a culture of belonging. We strive to interrupt the norms that cause harm and perpetuate oppression.

This position will handle the day-to-day advocacy services for the victims of domestic violence and sexual assault and other crimes including telephone and face-to face crisis intervention and/or providing group support.

Location: Administrative Office

Effective Date: 1987

Revision Date: August 17, 2022

Travel: Up to 30%

Reports to: Associate Director of Advocacy

FLSA Status: Non-exempt

Job Reporting Relationships:

Supervises: No direct reports.

Minimum Qualifications:

- Bachelor's degree in human services or related field preferred.
- Proficient with Microsoft Office Suite.
- Experience in a related field preferred.

Essential Duties:

- Thorough knowledge of domestic and sexual violence including elder abuse.
- Ability to work effectively in a crisis situation with diverse individuals.
- Good interpersonal, oral and written communication skills.
- Ability to develop a positive, compassionate rapport with victims of domestic violence, sexual assault or other violent trauma.
- Prompt response to crisis as well as thorough and consistent follow up with victims/clients and delivery systems.
- Ability to work with as well as maintain positive working relationships with community partners.

- Ability to provide trauma informed service and strong knowledge of crisis intervention techniques.
- Ability to work independently.
- Ability to adapt to demanding situations and work well under pressure.
- Strong training and facilitation skills.
- Knowledge of community service delivery systems, in particular thorough.
- Knowledge of the criminal and civil justice systems.
- Serve as a liaison and build positive working relationships with community members and partnering agencies.
- Provide crisis intervention, local service delivery systems advocacy, and short-term counseling and support to individuals and families experiencing domestic violence, sexual assault or other violent crimes including, emotional support to victims and their families, face to face and telephone crisis intervention at the request of the victims and referral sources.
- Maintain database consistent with Vera House practices.
- Respond to various 24-hour crisis line and on-call shifts for sexual assault callouts in Onondaga County.
- Assist victims/clients in identifying, understanding and prioritizing problems and in obtaining information on available resources as well as assist in seeking help from intervention systems, including criminal justice, legal, medical counseling and income programs at various community partner locations.
- Maintain a case load of 25-30 cases per month.
- Adhere to all Vera House policies, procedures and safety protocols. (Is this statement needed?)
- Educate victims and family members about the dynamics and impact of sexual assault and physical trauma.
- Facilitate groups for those affected by domestic violence or sexual assault and provide group support.
- Ensure that all services are maintained in accordance with the Agency's mission and goals.
- Manage difficult and/or emotional situations and respond promptly to client needs.
- Ensure a warm and welcoming environment to all visitors.
- Understands and values racial equity as an organizational operating principle and is committed to continued learning on issues related to race, equity, diversity and inclusion.

Ancillary Duties

As an integral member of the organization, this position is responsible to provide related assistance wherever necessary to help the Agency achieve its goals and embrace and promote the Vera House mission.

Equipment/Machines

Telephone, computers, copier, fax machine, automobile, television, DVD player, shredder.

Physical Demands

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, distance vision suitable of independent driving/travel, and hearing and speech to communicate in person or over the telephone. Individual must be able to lift 20 pounds. Accommodations may be made for some of these physical demands for qualified individuals who require and request such accommodations.

SALARY RANGE

\$38,000 - 42,000

Vera House is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Interested candidates should submit a resume and cover letter to:

jobs@verahouse.org