JOB DESCRIPTION

Domestic Violence (DV) Advocate

General Statement of Duties
The DV Advocate will work specifically with Arapahoe County Department of Human Services (ACDHS) Staff to provide consultation, training and service connections regarding domestic violence. This role will be a key staff representative of Gateway co-located within the ACDHS office.

Supervision Received: Works under the general supervision of the Deputy Director. Meets with Deputy Director on a regularly scheduled basis.

Supervision Exercised: This role does not carry direct staff supervisory duties. This role is embedded with the ACDHS Staff setting as a Gateway employee/practitioner.

Duties and Responsibilities:
- Provides co-case management and domestic violence-expert consultation to ACDHS
- Provides crisis intervention, screening and assessment services to victims of domestic violence; with the family unit.
- Provides advocacy services as needed; acting as a liaison between ACDHS and Gateway for the purpose of screening and rapidly connecting clients to services as appropriate
- Consultation regarding Safety planning, treatment planning or other identified issues with ACDHS on cases involving issues of Domestic Violence
- Consult and engage in collaborative conversations with providers of the identified perpetrator to ensure proper coordination of case planning and serve as the conduit to help in proper holistic case planning.
- Assists ACDHS in identifying and accessing appropriate service for families who have experienced Domestic Violence;
- Provides and/or coordinates domestic violence training for county staff;
- Communicates frequently with caseworkers, treatment providers, and other involved parties on specific cases to assure coordination of care;
- Participates in LINKS meetings and other staffings, as needed;

Required Knowledge, Skills, and Abilities:
- Knowledgeable about domestic violence dynamics, the effects it has on the family, safety matters surround domestic violence, relevant laws, regulations, community resources, etc.;
- Skilled in advocacy and crisis intervention methods;
- Ability to exercise the basic human services skills such as: good listening skills, supportive, empathic, and cultural awareness;
- Ability to develop a working relationship with both clients and professionals;
- Ability to utilize basic case-planning skills, including goal setting and exiting services planning;
- Understanding of team concept and ability to work well in multi-disciplinary team settings;
- Ability to organize and prioritize aspects of work and to follow through on work assigned;
• Ability to readily acquire skills through on-the-job training and/or other educational opportunities.
• Ability to act and react in stressful and/or threatening situations with effective and appropriate crisis intervention skills;
• Ability to assess information and make responsible decisions;
• Excellent communication skills, particularly listening, mediation, and writing skills.
• Possess strong organizational skills with ability to meet a demanding workload.
• Detail oriented to complete requirements of files and contract compliance.
• A commitment to empowering others to solve their own problems.
• Ability to communicate clearly in both verbal and written form
• The capacity to maintain a role to empower clients and to intervene appropriately to meet service goals.
• Trauma-informed trained
• Sensitivity to cultural and socioeconomic characteristics of population served.
• Strong knowledge of local housing resources
• Bilingual Spanish preferred, but not required

**Education:** Bachelor’s degree in Social Work, Sociology, Human Services or related field of study; Master’s degree preferred, but not required

**Experience:** 1-2 years of experience in recent similar position and responsibility. Experience working with victims of domestic violence required. Experience working with Child Protective Services, preferred

**Work Environment:** Work environment is office primarily at Arapahoe County DHS, but will need to travel to other Gateway locations at times. The nature of the work may subject the employee to potentially threatening situations from time to time. Work is fast-paced and requires a person who works well under pressure. 

*Gateway Domestic Violence Service’s Policy of Nondiscrimination*- It is the policy of Gateway Domestic Violence Services to provide services, hire employees, and recruit volunteers without regard to race, color, age, religious beliefs, national origin, actual or perceived sex including gender identity, gender expression, immigration status, creed, ethnicity, disability, actual or perceived sexual orientation, level of education, spoken language, financial status, military status, or any other consideration prohibited by law.

**Compensation:** $35K/Yr + Benefits (*salary is negotiable*)

Please send cover letter and resume to: Tomeka Speller at: tspeller@gatewayshelter.org