



Domestic Violence and Sexual Abuse Services

## JOB ANNOUNCEMENT

**Position: Domestic Violence Advocate 35 hours Full Time**

**Salary:** \$17.34-\$18.55 hr depending on experience with a \$.50 hourly increase after the 6 month provisional employment period is successfully completed. After hours pay (average of 4-5 shifts monthly) provides an additional average \$2,500 annually.

**Start Date:** January 2023

**After Hours On Call Requirement:** Must be able to respond in person to Cayuga Medical Center in Ithaca, NY within 45 minutes from home.

Our Domestic Violence Advocates provide support, advocacy and case management services to survivors of domestic violence and their children. For survivors who choose to utilize the legal system, the Domestic Violence Advocate may help them file for Orders of Protection and accompany them to meetings with law enforcement and prosecutors, as well as to any necessary court proceedings. The person in this position will attend bi-monthly multidisciplinary team case meetings working collaboratively with community partners and regularly attends the Tompkins County Integrated Domestic Violence Court with and on behalf of domestic violence survivors. Services are provided individually and through support groups.

The ideal person for this job will find reward in helping survivors of domestic violence and their children as they seek a life free from violence. They will understand the complexities and challenges of domestic violence as they provide trauma informed services. They will be able to respond calmly to crisis situations and will be able to navigate complicated situations. They will be comfortable working independently as well as collaboratively.

You will be provided with comprehensive training and supervision as well as support from your peers and other agency staff and supervisors.

Advocates share in a paid rotation of after-hours (weeknight, weekend, and holiday) on-call shifts with other advocates to ensure coverage of the 24 hour hotline, responding to calls related to domestic violence, sexual assault and child sexual abuse and which may include accompaniment to medical or legal services, and emergency sheltering.

**Benefits Package:** Annual financial contribution (\$7,000 in 2023 prorated to start date) towards our cafeteria health benefits program which includes individual medical, dental or dependant care benefits or expense reimbursements, generous time off (2 weeks vacation the first year increasing thereafter, 16 paid holidays, 5 personal days, 12 sick days). After three years of employment, an annual contribution of 5% of salary will be made to the employee's established retirement account. Retirement accrual begins at 18 months and employees are vested at 3 years of employment.

**Physical Requirements:** Applicants must be able to navigate stairs, periods of sitting. Standing and movement required. Vehicle and valid driver's license is required.

**Travel Requirements:** Vehicle and valid driver's license is required. Some travel throughout Tompkins County including transporting of clients as needed along with occasional travel to other areas within NYS for professional development training will be required. Mileage reimbursement provided for position related travel.

**We want to effectively serve the diverse needs of our community and we strongly encourage BIPOC and/or bilingual people to apply.**

Located in Ithaca, NY, the Advocacy Center is an organization whose roots are based in feminism, social change, and victim rights. We are dedicated professionals with a strong work ethic who also promote self-care and wellness as we value a healthy work/life balance.

**TO APPLY:** Please review qualifications and submit two separate documents (in MS Word or PDF format only): 1. cover letter; and 2. resume. Please submit as two separate attachments in an email to [jobs@actompkins.org](mailto:jobs@actompkins.org). Applications will be accepted until the position is filled.

### **Qualifications**

- One year of crisis intervention, counseling or advocacy experience in a human services setting or translatable experience from another field
- Ability to work independently as well as in a team, with a willingness to appreciate different points of view and problem solve in a constructive manner.
- Sensitivity to the impact of sexual and domestic violence in diverse and marginalized communities and the ability to articulate these concerns in a sensitive and respectful manner
- Ability to develop a positive compassionate rapport with victims of domestic and sexual violence
- Good communication, organizational and time management skills
- Ability to establish and maintain effective professional working relationships
- Strong interpersonal, engagement, listening, communication and crisis management skills
- Commitment to working from an anti-oppression, harm-reduction, and strengths based trauma-responsive approach
- Ability to multitask under stressful situations
- Flexible schedule - must be able to work some after-hours evenings, weekends and holidays
- Vehicle and valid driver's license is required.
- Knowledge of domestic violence, child and adult sexual assault issues and community and legal systems desirable
- Working knowledge of Microsoft Office Suite and familiarity with Google Workspace Platform