



Victim Advocate

Job Description

Minimum Qualifications:

1. BA or BS in Human Services
2. Ability to relate to individuals and groups in an empathetic, nonjudgmental manner, possessing maximum insight and self-awareness to be confident in the role, with knowledge of personal capabilities and limitations.
3. Experience with volunteer activities, either in working with volunteers or being a volunteer.
4. Knowledge of dynamics of domestic violence and sexual assault and the problems that battered women and victims of sexual violence face.
5. Knowledge of domestic violence and sexual assault issues that special populations (i.e. elderly, disabled, rural, etc.) face when accessing services.
6. Knowledge of group process and the ability to lead or organize a variety of group formats.
7. Leadership skills.
8. Ability to make speeches, present workshops, and relate to groups in a non-threatening manner.
9. Possession of a valid South Carolina driver's license and an automobile which can be used during working hours.
10. Ability to work flexible hours including some night work.

Responsibilities:

1. Assist in the provision of direct services to victims of domestic violence and sexual assault.
2. Provide a liaison between law enforcement and criminal court proceedings victims by providing assistance prior to, during, and after Family Court hearings.
3. Provide 24-hour backup to volunteers and staff who may not be able to meet scheduled commitments, or assist those who need help with intake procedures and problems at the shelter.
4. Assist in completing monthly, quarterly, and annual program reports to funding sources.



5. Attend staff and supervisory meetings as scheduled.
6. Maintain effective and cooperative relationships with agency staff and volunteers.
7. Develop professional techniques and skills by attending workshops and reviewing literature.
8. Attend community and state meetings, and participate as a representative of Project R.E.S.T.
9. Develop and maintain community relations through the media, speaking engagements, and presentations of workshops
10. Assist victims of domestic violence in completion of domestic abuse petitions and provide court escort to all victims requesting this service.
11. Assist counselors in providing counseling services to individuals and families concerning problems they are encountering with individual identity, interpersonal relationships (i.e. marriage, divorce, separation, parent-child) and crisis situations, using a variety of techniques.
12. Assist with implementing prevention/education programs to high schools and colleges in Spartanburg, Cherokee, and Union Counties.
13. Conduct intake interviews and assist clients according to individual needs (i.e. crisis intervention, assessment of need and provision of emergency shelter, transportation, food, and referrals).
14. Develop and maintain community relations through the media, speaking engagements, and presentation of workshops.
15. Maintain accurate and current case files and complete necessary reporting forms.
14. Assist in training volunteers who assist in achieving agency objectives.
15. Protect the confidentiality of clients at all times.
16. Assist victims in applying to the Victims Compensation Fund.
17. Other activities as may be required.