



rising for domestic peace

## Job Announcement October 2017

### Domestic Violence Advocate

<b>Job Title</b>	<b>Domestic Violence Advocate</b>
<b>Reports to</b>	<b>Program Manager</b>
<b>Location</b>	<b>Kent, WA</b>
<b>Salary Range</b>	<b>\$17.50/hr</b>
<b>Exempt or Non-Exempt</b>	<b>Non-Exempt</b>
<b>Posting Date</b>	<b>10/27/17</b>

DAWN is a comprehensive provider of domestic violence services, including Emergency Confidential Shelter, a 24-hour Crisis and Advocacy Line, and Community Advocacy including Legal and Immigrant Rights, Mental Health, Support Groups and one-on-one support. Dawn shelters and empowers survivors of domestic abuse. Dawn helps communities rise for peace by providing education to respond to and prevent violence. We envision a community that commits to the belief that violence is preventable and takes shared responsibility and united action to create a more peaceful place to live for all of us.

**Shelter/Housing Programs Advocate** who work within the shelter environment will assist in supporting the health and safety of the shelter facility.

**Community Advocacy Programs Advocate** will support clients in navigating the civil and legal systems including assistance with legal filings such as protection orders and crime victims' compensation applications and court accompaniment.

#### Job Responsibilities

---

##### Description of major job responsibilities

- Provide crisis intervention and empowerment based, trauma informed mobile advocacy.
- Coordinate advocacy needs, information and referral services DAWN clients.
- Provide information and education to understand the dynamics of domestic violence
- Provide ongoing advocacy based counseling and safety planning
- Engage in community networking activities to both increase access to services for individuals as well as to assist community service providers in understanding the dynamics of abuse.
- Record relevant client demographics, service usage and referrals in Salesforce and HIMS in a timely manner.
- Present the agency and programs in a positive light to clients, volunteers, funders and the community.
- Provide advocacy and support via the 24/7 emergency crisis line.

## **Qualifications**

---

### **Physical Requirements:**

- Ability to sit, walk, stand, bend, kneel, and twist on an intermittent basis including answering the front door.
- Ability to grasp, push, pull objects such as files and reach overhead.
- Ability to lift 30 lbs (usually supplies, groceries, small boxes).
- Ability to properly operate all safety and security systems, which may include intrusion alarm, automated gates, door locks and key card systems.
- Ability to conduct visual inspections of the workplace on a continuous basis, through direct observation, walking inspections and the use of video monitors.

### **Preferred Qualifications:**

- A strong commitment to DAWN's mission and values.
- Preferred 4 year degree, additional experience may be substituted for degree
- Two + years of direct human services experience including one + year working with domestic violence survivors
- Skilled in working with sensitive issues and commitment to respecting the confidential nature of the programs
- Proven ability to work effectively with diverse staff, clients and volunteers
- Demonstrated ability to work comfortably as a team member and contribute positively to workplace.
- Demonstrated problem-solving approach to concerns and challenges
- Proficiency in data collection and reporting.
- Strong written and oral communication skills
- Strong time management and organizational skills
- Twenty hours of recent Domestic Violence Training preferred
- Provide own transportation; possess a valid Washington State driver's license, proof of auto insurance and a positive driving record
- Ability to pass a Washington State Patrol background check – required for employment.
- Current CPR/First Aid and HIV/AIDS training preferred or able to secure within one month of employment.

## **To Apply**

---

This position is open until filled. To apply, please submit your resume and cover letter to [info@dawnrising.org](mailto:info@dawnrising.org) with the subject Domestic Violence Advocate in the subject line. **Please note:** applications not accompanied by both a cover letter and resume will not be considered.

DAWN is an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, gender identity, sexual orientation, or any protected status.

## **Disclaimer**

---

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.