

**CRIME VICTIM SERVICES  
RELATIONSHIP VIOLENCE SURVIVOR ADVOCATE  
POSITION DESCRIPTION**

**LOCATION:** Putnam County

**EMPLOYMENT STATUS:** Full-time

**CLASSIFICATION:** Non-Exempt  
Director

**POSITION REPORTS TO:** Putnam County

**POSITIONS SUPERVISED:** On-call personnel, interns, volunteers and other staff as assigned

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### **POSITION PURPOSE**

The Relationship Violence Survivor Advocate is responsible for direct trauma-informed service programming for domestic violence, stalking, and dating violence survivors providing all victim services using best practices in felony, misdemeanor, and juvenile court cases. Duties also include providing assistance and advocacy to meet the safety, healing, justice, and restitution needs of survivors, regardless of if a perpetrator has been arrested or case is in alternatives to prosecution, in specialty courts, or is in post-sentence phases. Duties include advocating and working with partners to assure quality services, effective outcomes, good collaborations, public education, and victim outreach in Putnam County.

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### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

- Provides community and court-based advocacy to survivors, including survivor advocacy and case management, safety planning, employment and housing assistance, economic/financial justice advocacy, hospital/police department/on scene response, life skills mentoring, general support, crisis counseling, and emergency assistance.
- Provides trauma-informed direct services to survivors including victim advocacy, victim impact statements, information on compensation and restitution, accurate and timely reports to justice officials, attendance on behalf of victims at hearing and/or trials, assistance with obtaining civil protection orders or temporary protection orders; contributes to achieving program outcomes and effectively delivering services to clients. Provides these services to all victims of crime as assigned (May on occasion have to handle additional cases other than relationship violence cases.)
- Referrals to community resources as needed by the survivor; maintains contact with numerous community and governmental agencies to coordinate services; conduct follow-up on referrals and obtain information.
- Participates in/leads local multidisciplinary teams, coalitions and groups that coordinate and advance trauma-informed services for survivors on a local, state, and national level. Represents Crime Victim Services at assigned meetings and/or events.

- Provides outreach, education and information to other professionals, survivors, family, and community members about the processes and dynamics of domestic violence, stalking, and dating violence. These events may fall outside of regular work hours.
  - Assists in providing on-call contractors with training.
  - Coordinates outreach and activities for Domestic Violence Awareness Month, Stalking Awareness Month, and Dating Violence Awareness Month with support and direction from the Putnam County Director.
  - Documents and maintains records of all activities in accordance with CVS policies and procedures; updates records to ensure accuracy and completeness; ensures that records are maintained and kept in accordance with applicable privacy laws or other rules and regulations.
  - Required to be on-call and/or backup on-call as needed.
  - Maintains required licensures, registrations, credentials, and certifications.
  - Demonstrates regular and predictable attendance.
  - Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
  - Meets all national standards for victim assistance and service outcome standards as described in position description addendum.
  - Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Crime Victim Services. Is also responsible for assisting and advocating for victims to reach outcomes of property security and personal safety, emotional and physical healing, justice process knowledge and participation, and financial recovery and restitution.
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## WORK ENVIRONMENT

The employee: works with and around chemicals found in an office environment; ascends or descends stairs; has contact with potentially violent or emotionally distraught persons; may periodically be exposed to chemicals/fumes from cleaning products and/or paint products.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to speak or hear, stand or sit for long periods of time, open filing cabinets, walk, stoop or bend, use hands to handle or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds and complete tasks requiring manual dexterity. May be required to travel to/from meetings while exposed to outside environment. Ability to drive a vehicle for travel is required for the position.

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## QUALIFICATIONS

Completion of Bachelor's Degree in social work or related field, plus one (1) year experience in related human service profession, or an equivalent combination of education, training, and/or experience. Persons licensed or eligible to be licensed within 1 year by Ohio Counselor and Social Worker Board preferred.

**Knowledge of:** domestic violence, stalking, and dating violence; social work and counseling techniques; trauma-informed care techniques; education techniques; agency policies and procedures; national standards for victims assistance and applicable ethical standards; public relations; community resources and services; rules, policies, and procedures\*; CVS outcome and quality measures\*; records management, employee training and development; supervisory principles and practices; case management; safety practices and procedures; and office practices and procedures.

**Skill in:** computer operation, phone use, use of modern office equipment, proficiency in Microsoft Office, Word, Excel and Power Point or other word processing/presentation platforms.

**Ability to:** adhere to state and national standards for victims assistance and applicable ethical standards; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; prepare accurate and error-free documentation; write instructions and specifications; communicate effectively; train or instruct others; speak comfortably in front of crowds; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and the general public; develop and maintain effective working relationships; travel to and gain access to work sites.

**Licensure and Other Eligibility Requirements:** Valid Driver's license, proof of insurance and pass a variety of criminal and civil background checks. Attain and maintain Ohio Advocate Network registration and/or National Credentialing as soon as eligible. Attain and maintain licensure by the Ohio Counselor and Social Worker Board.

The above statements are intended to describe the essential functions of the job and the qualifications of the person assigned to it. They are not intended as an exhaustive list of all job duties, responsibilities, and requirements. Reasonable accommodations may be required to assist individuals with disabilities.

This job description does not constitute a contract of employment. Employment is "at will" and may be terminated at any time.

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*Reviewed By: Employee's Signature*

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*Date*

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*Approval: Supervisor's Signature*

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*Date*