

Domestic Violence Liaison

YWCA Cortland Aid to Victims of Violence

1. Serve as Domestic Violence Liaison with local Department of Social Services. In coordination with Social Services provide advocacy services to victims of domestic violence, rape, sexual assault, and other crimes including, but not limited to conducting intakes, making referrals, providing crisis counseling, crisis intervention & safety planning, transportation, accompaniment to forensic rape exams, law enforcement interviews, arranging emergency housing for victims fleeing domestic violence. Assist clients in filing compensation claims and filing family offense petitions and OVS claims. Provide trauma informed care to clients in crisis.
2. Assist clients with emergency housing and with initial and follow up appointments at Department of Social Services; coordinate and communicate, as needed, with DSS and other community service organizations regarding unmet needs and referrals.
3. Maintain documentation, collect data and prepare reports regarding services provided as required by Aid to Victims of Violence, Department of Social Services, local, state and federal regulations and laws, requirements of funders, etc.
4. Complete and electronically submit OVS claims and provide necessary follow up on behalf of the client. Draft and electronically submit (or deliver to Family Court) Family Offense Petitions providing follow up on behalf of the client as per protocol.
5. Plan and facilitate educational groups and support groups coordinating and implementing with input from Social Services.
6. Attend weekly Aid to Victims of Violence staff meetings as well as meetings required through Department of Social Services. Track and maintain successful completion of mandatory training, seminars, conferences.
7. Maintain confidentiality at all times with regard to client information and services provided ensuring that "on-behalf-of" services are performed within the scope of the authority granted by the client. Abide by rules of confidentiality at both DSS and AVV regarding office practice, filing client information.
8. Work in a cohesive manner with other advocates to maintain an orderly and consistent implementation of both operations and services for individuals in emergency housing.
9. Perform on-call duties as needed.

Job Description

The DV Liaison is a part-time position with duties as described above.

Qualifications

Associate or Bachelor's Degree in Human Services or related field required; experience preferred

Working Conditions

Conditions may exist that provide exposure to infectious disease, light to moderate physical lifting, night driving/driving in unfamiliar areas & in inclement weather, interactions with clients in crisis.

Work Schedule

The DV Liaison works 25 hours per week; primarily Monday through Friday during typical business hours