

Family Advocate

Cortland YWCA Aid to Victims of Violence

1. Represent the YWCA in a positive and professional manner in the community, at meetings, conferences and other events. Attend weekly Aid to Victims of Violence staff meetings as well as required/mandatory training. Perform on-call duties as scheduled/needed. Be involved with fund-raising, educational & awareness events.
2. Provide advocacy services to victims of domestic violence, rape, sexual assault, and other crimes including, but not limited to: conducting intakes, making referrals, providing 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.
3. Serve as Housing Navigator for individuals served in emergency housing. Actively assist with housing searches. Develop and maintain networks with landlords, housing services programs. Maintain contact with DSS and other funders/program regarding benefit information particular to each person being served as it applies to their budget and subsequent job searches. Assist clients in obtaining funding and/or donations to assist with meeting their goals of permanent housing. When appropriate, assist clients in finding other shelter or emergency housing opportunities. Plan weekly contact with each client. Work closely with the Senior Case Advocate regarding timelines as determined by OCFS.
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. Maintain documentation and data collection regarding services provided. Ensure all elements of intake are documented and included in client files. Prepare and submit reports, Functional Time Record, payroll time sheets, etc.; complete and submit purchase orders with receipts included at the time of transaction.
6. Monitor fire extinguishers and be responsible for scheduling annual service through licensed professionals. Be responsible for monitoring and scheduling routine maintenance of the leased vehicle.
7. Maintain confidentiality of client information at all times ensuring written information is securely stored as per procedure, Authorizations to Release forms are completed prior to any exchange of information with another entity or person.
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.

Qualifications Associates degree preferred, but minimum high school diploma (or equivalent) with either 1 year experience working with victims of crime one year of coursework toward an associate degree. Computer experience required.

Working Conditions: Conditions may exist that present exposure to infectious disease; light to moderate physical lifting; night driving/driving into unfamiliar areas and in inclement weather; interactions with clients in crisis.

Schedule: Conditions may exist that provide exposure to infectious disease, light to moderate physical lifting, night driving and driving in unfamiliar areas, interactions with clients in crisis. Hours include daytime and occasional weekends and evenings.