Organization: Cortland YWCA
Position: Family Advocate, Aid to Victims of Violence
Status: Full-Time

Responsibilities:

1. Represent the YWCA in a positive and professional manner in the community at meetings, conferences, and other events. Attending 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, and housing services programs. Maintain contact with DSS and other funders/programs regarding benefits 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. As a rape crisis counselor, provide advocacy, assistance, and crisis intervention to victims of sexual assault. Maintain required training as per state and federal guidelines.
6. Monitor fire extinguishers and be responsible for scheduling annual servicing through licensed professionals. Be responsible for monitoring and scheduling routine maintenance of the leased vehicle.
7. 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.
8. 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.
9. 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.

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.

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

Pay: $15.00-$15.50

Schedule:
Hours include daytime and occasional weekends and evenings.

To apply:
Send your cover letter, resume, and a list of three professional references to
kelly@cortlandywca.org