



Community Oriented Prevention Services (COPS) Program COMMUNITY ADVOCATE

JOB DESCRIPTION

SUMMARY:

The Community Advocates are staff members working in the COPS Program at Safe Alternatives to Violent Environments. Community Advocates are out stationed in five police departments (Fremont, Hayward, Union City, Newark, and San Leandro), at the SAVE office, and at the Restraining Order Clinics. The Community Advocates are responsible for providing on-site support to victims of domestic violence, crisis intervention, peer counseling, safety planning, advocacy, and education about domestic violence to victims, police officers, and the community at large. Community Advocates report to the Manager of Prevention Services.

SPECIFIC JOB RESPONSIBILITIES:

- Provide *immediate* crisis intervention services to domestic violence victims.
- Provide assistance with the completion of Temporary Restraining Orders and assist petitioners in understanding the process for obtaining an order
- Provide follow up criminal justice advocacy and/or court accompaniment services to domestic violence victims.
- Provide follow up civil legal advocacy and/or court accompaniment services to domestic violence victims.
- Collaborate, coordinate and attend multidisciplinary meetings with community agencies such as: local law enforcement agencies; faith professionals; other domestic violence centers/projects; medical or health care professionals; prosecutor's offices; probation department; child protective services; social services agencies; mental health agencies; victim/witness assistance programs; child abuse prevention and/or treatment programs; and municipal, superior, juvenile and/or family courts in SAVE's service area.
- Participate in professional development training efforts related to DVRT activities including training for: shelter; medical; law enforcement; social service; mental health; and criminal justice system personnel.
- Provide crisis intervention and develop safety plans with victims.
- Provide information and referrals to other service providers and advocate on their behalf.
- Work with other Advocates and the Manager of Prevention Services to develop relevant trainings for police officers and community groups.
- Lead a Domestic Violence Reduction Team in their training efforts, including attending briefings, new officer orientations and participating in ride-a-longs.
- Be on-call to respond with the police to domestic violence calls
- Perform case management services for domestic violence victims
- Facilitate communication and act as a liaison between SAVE and the police department
- Work with the other Advocates and the Manager of Prevention Services to develop educational materials on domestic violence for police officers

- Provide educational material for the SAVE Newsletter
- Adhere to the necessary grant requirements for statistical tracking and generate monthly stats and reports.
- Staff the agency hotline
- Perform Backup duties
- Assist with the distribution of donations
- Perform other duties as assigned

QUALIFICATIONS EDUCATION AND EXPERIENCE:

- * Bachelor's degree or significant experience in human services, social work, counseling, psychology, criminal justice, or related field
- * Paid work or volunteer experience with victims of domestic violence
- * Completion of the 40 hour domestic violence training

KNOWLEDGE AND ABILITIES:

- * Work with and knowledge of domestic violence
- * Public Speaking and education experience helpful
- * Experience working with law enforcement or in the criminal justice system helpful
- * Supervisory or volunteer coordination experience helpful
- * Bilingual ability a plus
- * **Must pass background check conducted by the police department (including fingerprinting, polygraph, and investigation)**

LICENSE REQUIRED:

- * Valid California drivers license
- * Proof of auto insurance
- * Own car

ADA ESSENTIAL TASKS:

- Working alone.
- Working in high stress situations.
- Working in emergency situations.
- Good reading vision.
- Sitting for extended periods
- Good communication skills.
- Specific knowledge or education.
- Learning ability.
- Operation of motor vehicle.
- Good distance vision.
- Ability to speak clearly.
- Ability to discriminate speech.
- Reasoning and thinking skills.
- Ability to problem solve.
- Typing or keyboarding skills.

CLASSIFICATION:

- Full Time and Part-Time; Non-Exempt
- Flexible hours (generally, regular business hours)
- Must be available for occasional work on evenings and weekends.

SALARY: \$34,000-\$37,000 Full Time

BENEFITS: Impressive benefits package including:

- A minimum of two weeks vacation, 11 paid holidays, and sick leave (for full time employees).
- Health & Dental Reimbursement Plan.
- Retirement Plan

SELECTION PROCEDURE:

1. Interested parties should email a resume to community@save-dv.org. Please also include a cover letter, not to exceed one page, which describes your interest in this position.
2. Some candidates will be contacted by telephone to schedule a "first-round interview." Those not selected for a first-round interview will not be notified due to the large number of applications received throughout the year.

SAVE is an equal-opportunity employer.