



## **JOB DESCRIPTION**

*SAFEPLAN Advocate ORANGE*

40 hours per week, (1.0 FTE)

**Organization Description:** NELCWIT's mission is to work within the community to build safety, justice, and dignity for all. We offer shelter referrals, counseling, education/prevention, advocacy, a children's visitation program and economic empowerment initiatives to survivors of domestic and sexual abuse. As an antiracist, multicultural organization, NELCWIT also joins with and mobilizes other groups and individuals who are working to end domestic violence and sexual abuse, ensure human rights, and create social change. NELCWIT is a 501(c)3 nonprofit organization. Direct service employees are members of the local SEIU.

### **Position Description**

SAFEPLAN Advocates provide professional, empathetic services, maintain strict standards of confidentiality, and collaborate with MOVA, court personnel, the district attorney's office and other partners. The SAFEPLAN Advocate provides 40 hours per week of comprehensive services to domestic violence victims who seek protection from abuse through the civil restraining order process at the Franklin County Courts. This position is supervised by the Director of Programs.

### **SAFEPLAN Advocate Responsibilities:**

1. Provide support, advocacy and assistance during the restraining order process at the Greenfield and Orange District Courts and the Franklin County Probate Court, including but not limited to filling out application forms, listening to victims and assessing their circumstances and immediate needs, accompanying victims in court, and developing safety plans.
2. Provide victims of domestic violence, stalking, and sexual violence with safety planning and education about the dynamics of domestic violence, stalking and sexual violence.
3. Provide referrals to assist clients with legal, law enforcement, medical and social service needs.
4. Advocate on behalf of victims with law enforcement officials, court personnel, attorneys, victim witness advocates, and other relevant personnel.
5. Enhance safety measures, insuring that the victim is separated from the defendant during court proceedings.
6. Provide on the job training, support and supervision to SAFEPLAN volunteers and relief staff.

### **Other Responsibilities:**

1. Attend and complete the SAFEPLAN training and certification, as well as NELCWIT's domestic and sexual violence training.
2. Adhere to confidentiality policies, paperwork maintenance, SAFEPLAN Program Policies and Procedures Manual, collection and reporting of statistical data, and all other requests from MOVA and/or host program.
3. Maintain up-to-date case notes relative to all client and collateral contacts.
4. Complete statistical forms documenting service delivery, database entry, and other paperwork in a timely manner.
5. Attend NELCWIT staff meetings, individual supervision meetings, and in-service trainings.

6. All other job responsibilities consistent with job description and designated by supervisor.

**Skills required:**

- Computer literacy is required including data entry programs for data collection.
- Knowledge of Franklin County and North Quabbin area and resources.
- English/Spanish bilingual a plus.
- Valid driver's license and access to reliable transportation.

**Qualifications:**

- Rape Crisis Training, or ability to take 50-hour rape-crisis training (training time is paid).
- Associates degree in relevant discipline and/or equivalent work/life experience.
- Comprehensive understanding of survivor trauma and the dynamics of domestic violence and sexual assault, dating violence, and stalking.
- Ability to model and uphold appropriate boundaries in work with clients, co-workers, supervisor, and the community, and to maintain confidentiality.
- Commitment to ending violence and promoting social change by actively fighting racism, classism, homophobia, ableism, ageism, and all other oppression.
- Willingness to learn about and actively use multicultural awareness and understanding in daily work.

**Position Status:** SEIU Union.

**Position Reports to:** Program Manager

**Hours of Employment:** 9:00 am to 5:00 pm, Monday through Friday

**Start Date:** As soon as possible

**Pay Scale:** \$16.50 per hour

**Benefits:**

- Health Insurance Employer pays 70% of monthly premium
  - Dental Insurance: Employer pays 50% of monthly premium
  - Health Flex Spending Account: Optional pre-tax employee deduction
  - 403(B) Retirement: 1% of employee salary automatically contributed by employer
- Short- and Long-Term Disability: Employee is eligible after 6 months of employment. Paid for by employer.
- 13 paid holidays and generous paid time off (PTO) starting at 6 weeks per year and increasing with seniority.

**NELCWIT accepts applications by mail or email:**

**NELCWIT accepts applications by email (preferred) or mail.** Please send a cover letter and resumé that outline your qualifications.

**Email:** [jobs@nelcwit.org](mailto:jobs@nelcwit.org)

—or—

**NELCWIT**

SAFEPLAN Advocate Hiring Committee PO Box 520

Greenfield, MA 01302

**NELCWIT is an equal opportunity provider and employer. People of color are encouraged to apply. AA/EOE/ADA.**