



Job Description DVIP ADVOCATE

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of intimate partner violence. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

Expectations of all employees

In the performance of essential and general job responsibilities, all Safe Passage employees are expected to:

- Demonstrate commitment to Safe Passage's mission and principles of diversity and inclusion.
- Represent Safe Passage in a professional and competent manner to clients, organizational partners, and other stakeholders.
- Perform quality work within deadlines.
- Work effectively as a team contributor on all assignments while contributing to a positive working environment for staff and volunteers.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Position Purpose

The DVIP is an early intervention program designed to coordinate the efforts of police, advocates, court personnel and batterer's intervention programs. Specially trained advocates from Safe Passage are immediately available following a domestic violence incident.

Essential Responsibilities

Counseling & Support Services

- Carry a cell phone and respond to calls from participating DVIP police departments.
- Provide support, safety planning, referrals and follow-up assistance for victims of domestic violence in accordance with safety procedures outlined in the DVIP Police/Advocate Protocol.
- Assist victims in obtaining emergency restraining orders in collaboration with police.
- Work cooperatively with police in providing assistance to victims of abuse.
- Provide follow-up with courts and police as needed

Program Administration

- Attend quarterly partnership meetings with police and quarterly group supervision meetings.
- Complete an Information Sheet for each call and any other necessary paper work.
- Attend supervisory meetings with DVIP/Aware Project Coordinator from the Northwestern District Attorney's Office

Report to: Director of Programs Safe Passage & DVIP/Aware Coordinator

Qualifications

Required

- High School diploma or GED required
- Experience working in direct service
- Ability to support survivors in crisis with empathy while maintaining professional boundaries.
- Demonstrated understanding of domestic violence as well as its effects trauma on survivors of domestic violence.
- Ability to advocate effectively on behalf of clients.
- Proficiency across the following skills: verbal and written communication, collaboration, organization, and use of computer and technology for basic communication and work products.
- Must reside in Hampshire county of Massachusetts
- Must have a valid MA State Driver's License and a reliable vehicle.

Preferred

- Bilingual skills (Spanish and English).
- Experience working with survivors of trauma.

Compensation and Benefits: Salary commensurate with Safe Passage budget and with applicant's experience.

To apply: Send cover letter and resume to spjobs@safepass.org. Deadline for applications is December 11, 2017.

For more information about Safe Passage and domestic violence, visit our website at www.safepass.org.