



Mission: Empower individuals and engage communities to end domestic violence.

Job Title:	Domestic Violence Advocate	Salary Classification:	Salary, Exempt \$47K - \$51K
Reports To:	Lead Advocate	FLSA:	Full-time
Location:	Amesbury	Date:	July 2023

Who We Are:

The Jeanne Geiger Crisis Center is a nonprofit organization that provides comprehensive services to meet the complex needs of adult and child survivors of domestic violence. We have offices in Newburyport, Amesbury, and Lawrence, Massachusetts.

The Center is committed to social and racial justice and to creating a diverse, inclusive, and equitable society. We are an equal opportunity employer and are dedicated to fostering an environment where people from all backgrounds and lived experiences thrive and feel they belong.

Through our organization values, we commit to:

- Provide empathetic and trauma-informed services.
- Center social justice and equity.
- Use a strengths-based, survivor-led approach.
- Work collaboratively within our communities.
- Practice with heart and a holistic mindset.

We invite you to join us in our mission to empower individuals and engage communities to end domestic violence, and to elevate voices and learn from those most impacted by gender inequity, racism, oppression, and ongoing marginalization.

As an equal opportunity employer, we are committed to workforce diversity and hiring people with diverse backgrounds and life experiences. Survivors, people who are bilingual/bicultural, people of color, people with disabilities, and members of the LGBTQ+ community are strongly encouraged to apply.

Regardless of role or title, every staff person at the Jeanne Geiger Crisis Center is first and foremost an advocate for survivors and their larger communities. This means a commitment to deconstructing harmful systems, such as white supremacy, a commitment to true engagement with our community, and center survivor voice and choice in all that we do.

Primary Responsibilities:

The Domestic Violence Advocate is responsible for providing services that respond to the needs of survivors of domestic violence and their families with a focus on housing. The Domestic Violence Advocate will work as part of a team of professionals including advocates, an attorney, and clinicians.

Major Duties:

- Provide crisis intervention counseling to survivors of domestic violence.
- Provide on-going services to survivors of domestic violence including counseling and case management.
- Cultivation of professional and collaborative working relationships with community partners which may involve attending community meetings.
- Utilize survivor-led, trauma-informed practices to provide services to survivors of domestic violence.
- Support team and agency efforts to improve service-delivery by participating in working groups. This may include supporting the process of document translation.
- Assist in grant applications and reporting.
- Provide back-up assistance to 24-hour hotline on rotating schedule.
- Administrative responsibilities include database entry, client documentation, and email/phone communications.
- Other duties as assigned.

Transitional Housing Program Specific Duties (OVW grant application pending):

- Screen and enroll participants into the Transitional Housing (TH) Program
- Work with survivors enrolled in the TH Program to meet their goals by providing on-going support, case management services and financial literacy education.
- Provide follow-up services to survivors who have completed the TH Program
- Complete TH Program semiannual grant reports for submission to the Office on Violence Against Women
- Participate in required training per grant requirements.
- Assist in grant applications and reporting.

Knowledge/Skills/Experience Required:

- Bachelor's degree in social work or related field or comparable experience
- Willingness to fight for equity and justice within the fields of mental health and domestic violence. Awareness of particular dynamics of privilege and oppression affecting the child welfare, immigration, and criminal justice systems, such as white supremacy, toxic masculinity, and heterosexism.
- A commitment to ending violence and promoting social change is a must.
- Understand and celebrate gender diversity and gender/racial/Queer justice.
- Demonstrate a willingness to positively contribute to the growth and development of our mission and values.
- Victims/survivors are highly encouraged to apply.
- Members of most impacted communities with lived experience highly encouraged to apply.
- Excellent written and verbal communication skills.
- Bilingual preferred but not required.
- Proficient in Microsoft Outlook and Word.

Mental Demands:

Reading	Verbal communication
Detailed work	Written communication.
Confidentiality	Multiple concurrent tasks

Problem Solving

Physical Demands:

Sitting

Speaking

Listening

Heavy computer use

Special Work Conditions:

- Occasional evening/weekend hours are required.
- Occasional attendance at early morning/evening meetings and occasional travel is required.

SOMBWA Certified organization

E/O/E