

Abused Adult Resource Center  
Job Description  
**Advocate**

**STATEMENT OF PURPOSE**

This is a multifaceted position providing essential victim's advocacy services to victims of domestic violence and sexual assault. This position is directly responsible to the Victim Services Director.

**ESSENTIAL JOB FUNCTIONS**

1. Provide advocacy, crisis intervention, and ongoing support services for victims of domestic violence and sexual assault.
2. Assist with preparation of orders for protection and all related court hearings, as well as other court matters deemed necessary in the process of providing advocacy services within the civil and criminal justice system.
3. Provide advocacy services to assist victims with finding the resources they desire including but not limited to access to legal services, medical assistance, counseling services, subsidized or other housing, transportation, and employment counseling.
4. Provide public education to various groups, schools, and organizations.
5. Will be assigned multiple and varying projects to manage including responsibilities for meeting project goals and objectives according to time frames set forth under varying sources of funding.
6. Facilitates support groups as assigned.
7. Attends and participates in community meetings as assigned.
8. Prepare and submit in a timely manner all required statistical client and program records and reports.
9. Complete progress reports as required for project reporting.
10. Attends and participates in professional training as assigned.
11. Share on-call duties as assigned.
12. Other duties as assigned.

**QUALIFICATIONS**

A bachelor's degree in a human service field or equivalent work/life experience is preferred with licensure when applicable. Flexibility to work varied hours required. Use of a personal vehicle for agency business; will be reimbursed according to agency policy. Benefits include: Health Insurance, Retirement plan, Life Insurance. Salary range \$37,440 - \$41,600/year. Submit resume and cover letter to Michelle Erickson at [michellee@aacnd.com](mailto:michellee@aacnd.com)