

Job Description: **Bi-lingual Dating Violence and Stalking Advocate**

Reports to: Domestic Abuse Resource Center Program Director

Qualifications: BA/BS in Social Work, Psychology, Nursing, Education or related field or experience in field of volunteerism for social issues and crisis intervention and ability to speak fluent Spanish. Ability to work flexible hours including evenings and weekends. Ability to travel in service area, overnight within the State of Iowa, and nationally for training. Strong oral, written and interpersonal skills. Proficient in basic computer skills.

Office Location: TBD

Counties of Service Provision: Allamakee, Bremer, Chickasaw, Clayton, Fayette, Howard, and Winneshiek

Essential Duties and Responsibilities:

Programmatic

- Provide trauma informed and inclusive direct services to Domestic Abuse Resource Center (DARC) dating violence and stalking clients including support, advocacy, crisis intervention, safety planning, information and referrals.
- Provide outreach and advocacy services to dating violence and stalking survivors with a focus on underserved populations.
- Provide emergency and non-emergency advocacy and support to dating violence and stalking survivors including safety, transportation, educational counseling, medical, civil/criminal court or personal advocacy following best practice protocol and strategies.
- Network to create strong collaborative linkages with other emergency service providers in service area to improve systemic responses to dating violence and stalking survivors.
- Provide outreach to non-emergency service providers in service area on effective and efficient strategies for supporting survivors of violence with their expertise and available resources, including bi-lingual resources.
- Provide information and education to community, school or church groups to raise awareness and support for a non-violence culture. Includes electronic outreach/education such as Facebook, email and website communication. Coordinate materials to address bi-lingual and other diversity resource gaps.
- Understand how victim advocacy relates to other disciplines and demonstrate ability to collaborate within other fields in service provision as well as working across agency program divisions.
- Understand and adapt to service changes in the field at the national, state or local level.
- Assist in maintaining resource line with staff and volunteers, rotating daytime, after hours, holiday and weekends on call.
- Know community resources and options and assist in connecting survivors to them. Build capacity for bi-lingual options
- Co-facilitate or facilitate dating violence and stalking support groups with staff or collaboratively with other service providers.
- Raise awareness of dating violence and stalking.
- Participate in initial and on-going training and mentoring of new staff and volunteers.
- Understand and adapt to service changes in the field at the national, state or local level
- Understand and utilize principles of trauma informed care and the empowerment philosophy of advocacy

- Develop and maintain an active network of community collaborators throughout the service region
- Know and understand Iowa laws and be able to access surrounding states and federal laws regarding dating violence and stalking with emphasis on laws affecting immigrant and other diverse populations.
- Perform other duties as requested by supervisor or Executive Director

Administrative

- Compile statistics and information for agency or funders
- Comply with policies and procedures set by agency/program, including the annual evaluation process.
- Support agency electronic communication such as Facebook and website for currency and accuracy
- Perform other duties as requested by supervisor or Executive Director

Professional Development

- Attend conferences, coalition meetings, interagency meetings, or any other community organization meetings determined necessary by supervisor or Executive Director.
- Apply for and maintain certification requirements as determined by Iowa Code and supervisor.

Staff Signature

Date