



### **Victims Advocate Position**

The International Women's House (IWH) provides a safe haven and supportive services to victims of domestic violence, sexual abuse, and human trafficking. IWH is a domestic violence shelter with a mission to provide a safe haven and supportive services to women and children who are the victims of family violence, sexual abuse, and human trafficking, with a focus on immigrant and refugee women and children, cultural sensitivity and self-sufficiency.

**Description:** Responsible for providing individual advocacy/counseling to adult victims of domestic violence and sexual assault. primary role is to empower and advocate for the rights and well-being of domestic violence and sexual assault victims.

**Hours:** 40 hours per week with some nights and weekends

**Reports to:** Executive Director

**Compensation:** \$40,000 and a benefits package

#### **Primary Duties:**

- Answer crisis hotline calls.
- Complete intake assessment for all new clients.
- Document all case notes, calls, and plans.
- Complete written service and safety plans for all clients.
- Accompany clients to court/legal proceedings as needed.
- Make appropriate client referrals for other services and resources as needed.
- Provide services to victims of domestic violence and sexual assault including emergency hospital advocacy and criminal justice support.
- Serve as a liaison for all victims served in all aspects of recovery and criminal justice proceedings.
- Serve as agency liaison with social service agencies, law enforcement, civil and criminal justice officials, etc.
- Provide culturally sensitive and linguistically appropriate services to clients who are underserved.
- Report case information to other advocates, Financial Administrator, and Executive Director as needed.
- Perform all other duties as assigned by the Executive Director.

**Education and Experience:**

- Master's degree in social work or related field or at least a minimum of five years direct service provision to children and families and at least three years' experience providing advocacy services.
- Experience in the field of child maltreatment and trauma strongly desired.
- Bilingual (English/Spanish) language skills strongly desired.
- Caseworthy reporting and documenting experience strongly desired.

**Knowledge, Skills, and Abilities:**

- Working knowledge of community resources and service providers in domestic violence and sexual assault.
- Possess strong interpersonal and communication skills, demonstrating ability to work as a team member and effectively problem solve on behalf of women and children.
- Outgoing, results-oriented work style with high attention to detail.
- Demonstrate maturity in interpersonal staff.
- Maintain strict standards of confidentiality.
- Work well under pressure while maintaining a positive attitude.
- Practices cultural sensitivity and humility.
- Demonstrate effectiveness at working with clients in crisis by exhibiting empathy and warmth.
- Knowledge of trauma-informed practices.
- Valid Driver's License.
- Reliable transportation and automobile insurance.
- Ability to work some nights and weekends.
- Some travel required.

**Job Location:**

This position is based in Dekalb and serves families within the metro area. This position is an in-person position.

**How to Apply:**

Interested applicants should submit a cover letter and resume via email to:

Tonya Ferguson, Executive Director

[iwh.tonya.f@gmail.com](mailto:iwh.tonya.f@gmail.com)