**ATVP Position Opening**

**Domestic Violence Program Lead Advocate**

ATVP is a not-for-profit organization that serves both Whitman County, Washington and Latah County, Idaho, offering direct services to survivors of domestic, sexual violence, child abuse and stalking, along with community education programming. We are seeking an **Domestic Violence Program Lead** **Advocate** to support the Program Manager with daily operations, grant management and staff supervision.

All applicants must be familiar and agree with ATVP’s mission statement and philosophy regarding support to survivors.

* ATVP is an equal opportunity employer and our agency is committed to a culturally and ethnically diverse work place.

Position: **Domestic Violence Program Lead Advocate**

Reports to: Program Manager

Terms: Non - Exempt Full time (40 hours per week).

* Holidays and weekends will be required.

Starting Rate: $21.50

Benes: Paid holidays, vacation and sick.

Location: ATVP Pullman Offices.

Start Date: ASAP

**Application Information:**

A description of the positions follows. The full job description is attached. The following materials are required for application and will be considered an example of your communication skills and evaluated as part of the screening process.

The application consists of:

1. Cover Letter.
2. Essay. (limit 1 page) Please address how your background, experience and personal philosophies are applicable to this position.
3. Chronological work/education experience Resume.
   1. Whether paid or volunteer
   2. Hours worked
   3. Reason for leaving each position.

All items must be submitted for applications to be considered complete*. Incomplete applications will not be considered.* **Opened until filled.**

Email completed applications to Kateisha Moreno at[**program**](mailto:program)**.manager@atvp.org**

**Responsibilities and Duties:**

1. Perform all work in a culturally responsive manner consistent with ATVP’s mission statement.
2. Direct oversight and supervision of Washington Domestic Violence staff that is consistent with agency management philosophy.
3. Task force and workgroup participation for purposes of public relations and coordination of community services.
4. Serve as project coordinator for DSHS contracts as assigned by the Program Manager.
5. Oversee the provision of community outreach, prevention and education programming for the Washington Domestic Violence program.
6. Coordinate data collection and statistical reporting for timely completion of progress reports.
7. Participate in grant writing and program development activities.
8. Maintain on-going training hours in accordance with agency standards.
9. Maintain agency and client confidentiality as required by ATVP policy.

**Qualifications:**

1. Highly skilled in leadership, including strategic planning and maintaining a healthy organizational culture.
2. Ability to be diplomatic and tactful while maintaining a strong victim advocacy perspective.
3. Strong communication, presentation, and leadership skills.
4. A deep understanding of trauma-informed services for domestic violence and sexual assault survivors, including children.
5. Ability to embrace a team philosophy
6. Program oversight and management experience
7. Grant/contract compliance experience
8. Supervisory experience (2 years preferred)
9. Minimum of 1 year direct service in the domestic violence and/or sexual violence advocacy field

Washington Domestic Violence Program Lead Advocate

Job Description

**Alternatives to Violence of the Palouse**

The Washington DV Program Lead Advocate provides a variety of direct and coordinated domestic violence services, and related oversight, public education, and outreach services under the direct supervision of the Program Manager including the following:

1. Research, develop, and coordinate ATVP’s Washington domestic violence program services, and outreach programming; coordinate and oversee shelter services; [E]

2. Supervise the WA domestic violence team members including: Shelter Advocate, DV Community Advocate and DV Legal Advocate. Draft preliminary performance evaluations; Participate in performance evaluations meetings with the support of the Program Manager; support staff members professional development as directed by the Program Manager or Executive Director; facilitate and participate in regular meetings to include debriefing and providing feedback to staff; attend monthly advocate meetings as necessary; coordinate with the Shelter Advocate to ensure appropriate service delivery and coordinated case management to clients in shelter; [E]

3. Provide direct services, including advocacy-based counseling, crisis intervention, support and appropriate referrals to primary and secondary victims of domestic violence, including the assessment of individual needs and options, emotional support, medical advocacy, and appropriate referrals; facilitate clients’ awareness of the affective, behavioral, and cognitive effects of their experience and enhance their ability to cope/adjust; direct services include medical advocacy, basic legal advocacy, and appropriate follow-up. Cross trained to provide back up services for sexual assault and/or CVSC Region 8 clients who call on the Hotline and dual DV/SA clients (including those in shelter); provide crisis intervention evenings/weekends to clients on the hotline or in-person as back-up under unusual circumstances; assist with shelter intakes and case management as necessary;[E]

4. Facilitate / Co-facilitate and/or provide domestic violence support group services with other assigned staff, receive regular consultation for support group activities and professional development as directed by the Program Manager or Executive Director; [E]

5. For purposes of public relations and service coordination related to domestic violence/intimate partner violence activities, serve as a member of task forces and work groups, including: attending meetings, providing comment on the focus of task force activities, drafting and implementing protocols and procedures for task force consideration, and providing related education/ training/ outreach/ community development/prevention services as appropriate; [E]

6. Oversee the project coordinator of the Department of Social and Health Services grants; Domestic Violence Legal Advocacy Grant, and the CHG grant, including preparation, of progress reports, yearly plan, and statistics as required by each funder; [E]

7. Research, develop and present domestic violence education (awareness and prevention) programming for advocate and staff training (including related updating of the training manual/materials), schools, university, general community, external agency representatives, service groups, and public audiences, including all related curriculum assessment/use and /or development; [E]

8. Document all direct services provided as required by ATVP policy, including support group services, and provide quality control for domestic violence services by assisting with data collection and reporting for agency domestic violence, shelter and other related direct services, including monthly shelter statistics, quarterly domestic violence statistics, Infonet, CAC and IHFA data entry, client surveys and annual reports of service levels to the Program Manager or Executive Director and quarterly progress reports for funding agencies as assigned; [E]

10. Participate in grant writing as directed by the Program Manager/Executive Director to include but not be limited to, domestic violence, outreach, prevention, and community development, and child advocacy/youth services agency needs; [E]

11. Participate in educational sessions (including self-directed study) for purposes of professional development to ensure current knowledge and skills and compliance with statutory/accreditation/ standards mandates; [E]

12. Participate in staff, management, and case conference meetings and meet regularly with the Program Manager or Executive Director to ensure appropriate supervision, support, and coordinated service provision; inform the Program Manager of appointments, assignments, and progress/status on a regular basis; [E]

13. Represent, or oversee the representation of ATVP at inter-agency/community meetings as appropriate which may include to Whitman County Alliance, Child Protection Team, and work groups as assigned; all related activities will be fulfilled as directed by the Program Manager or Executive Director; [E]

14. Ensure that personnel matters and salary information are maintained as confidential, communicating only with the involved staff person, their mentor, the Fiscal Manager, the Program Manager and the Executive Director; [E]

15. Participate in the back-up rotation of the office cell phone to ensure staff availability in emergency situations, including emergency shelter intakes or client emergencies; [E]

16. Maintain agency files, including the updating and filing of all ROC's and other client paperwork, and statistical record keeping in a timely and organized manner; [E]

17. Maintain agency/client confidentiality as required by ATVP policy; ensure security of client records and the office areas; [E]

18. Other duties as assigned. [E]

**NOTE**: Some evening, weekend and holiday hours will be required. Holidays worked and previously approved hours beyond 40/week are paid at time-and-a-half. Availability of transportation, a valid driver’s license, and minimum required auto insurance are required to be able to fulfill job responsibilities. This position includes service hours in the shelter and public offices. This position will be part of the after-hours response team and as such, residency in either Whitman County, WA or Latah County, ID is required.

**Acknowledgment and Signatures**

We understand this job description reflects ATVP’s best effort to describe the essential functions of the position at the time of our signatures. This document is not intended to exclude an opportunity for modifications consistent with changes in funding or providing reasonable accommodation. The signature of the employee indicates you have read this position description and understand the essential job functions of this position. The employee shall receive any modifications, additions, or deletions to the position description as might be made by the Board of Directors or Executive Director in writing prior to their becoming subject to the formal evaluation process.