

**FAVORHOUSE OF NORTHWEST FLORIDA, INC.**  
**CERTIFIED DOMESTIC VIOLENCE CENTER**

**Job Title: Outreach Advocate**

**Status: Full Time; Non-Exempt**

**Location: FavorHouse of Northwest Florida, Inc. Outreach Centers**

**I. Summary of the main function/purpose of the position:**

The Outreach Advocate provides direct services to domestic violence and sexual assault survivors who are not currently residing in FavorHouse's Emergency Shelter. These services include but are not limited to: intake processing, needs assessments, risk assessments, safety planning, community information and referrals, support counseling, support group facilitation, and related services. The Outreach Advocate works in the FavorHouse Outreach Centers in Escambia and Santa Rosa Counties, as well as in communities throughout the two (2) county area to raise awareness about the impact of domestic violence and sexual assault.

**II. Principal Job Duties/Responsibilities:**

1. Provide face-to-face support counseling to victims of domestic violence. **65%**
2. Provide counseling and crisis intervention for domestic violence victims by phone or video conference calls, offering victim services to the primary victims, as well as referrals and assistance for the victim's children and dependent family members who were present during the event. **15%**
3. Conduct weekly support group sessions for non-residential DV survivors. **10%**
4. Responsible for intake paperwork and case management files for individuals and group sessions with required statistical data, as well as requested/required reports. **6%**
5. Assists victims in completing applications for victim compensation requests and maintains case records in accordance with statutory requirements for victims of domestic violence. **1%**
6. Transport or arrange for transportation for domestic violence victims to receive services. **1%**
7. Refer DV survivors to FavorHouse's Injunction for Protection Attorney for services. Accompany survivors during judicial system proceedings. **1%**
8. Other duties as assigned. **1%**

**III. Educational and/or equivalence in experience requirements:**

- Bachelor's degree required, preferably in Social Work, Criminal Justice, Psychology, or Behavioral Sciences. Experience in crisis intervention or other appropriate experience may substitute for a degree.
- Experience in support counseling and crisis intervention desired.
- Must possess strong interpersonal and communication skills (verbal and written) to empower victims of domestic violence.
- Must have the ability to problem solve and function during a crisis.
- Must possess computer skills with ability to learn necessary program software including OSNIUM.
- Must successfully complete Core Competency Training within 90 days from start date to achieve and maintain victim privilege.
- Must complete 16 hours of annual training in domestic violence related topics.

**IV. Summary:**

- Direct supervision is received from the Program Director or Executive Director.
- Flexibility is required. The work week is routinely Monday- Friday 8:30 a.m. – 5:00 p.m. Some nights and weekends may be required to perform duties (such as participation in a community activity as a FavorHouse representative) outside the office. Some overnight travel may be required to attend sponsored statewide, regional, and local training events.
- This is a non-exempt position with bi-weekly pay periods by direct deposit.
- Must be able to pass a level 2 background check and drug screen.
- Employee must possess and maintain a valid driver’s license with personal automobile liability insurance. Employee must maintain insurability.
- Must be able to sit for long periods of time.
- Must be able to be mobile within all areas of the facility and be able to lift 25 pounds.

**V. Work Environment:**

- Work location is clean; fully climate controlled and complies with Florida Clean Indoor Air Act.
- All duties and requirements are essential job functions.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- Some requirements may include working with individuals who pose a direct threat or significant risk to the health and safety of themselves or others.

This position description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This document does not create an employee contract, implied or otherwise, other than an “at will” employment relationship.

Your signature below indicates that you have received a copy of your job description, have read it, and understand your duties.

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Employee Signature

Date

Print Name