

FAVORHOUSE OF NORTHWEST FLORIDA, INC.
CERTIFIED DOMESTIC VIOLENCE CENTER

Job Title: CPI-Co-Located Domestic Violence Advocate

Status: Full Time; Non-Exempt

Location: FavorHouse of Northwest Florida, Inc. Outreach Centers & Child Protective Investigations Offices in Escambia and/or Santa Rosa County

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

The CPI-Co-Located Domestic Violence Advocate provides training, technical assistance, and support to the Child Protective Workers by helping to develop a protocol to manage domestic violence cases. The Advocate serves as a resource for survivors of domestic violence and any community partners involved in the child protection system. The Advocate works with community agencies to achieve program goals to enhance domestic violence victim safety, to increase batterer accountability, to reduce the number of children being removed from a non-offending parent, and to reduce the number of families re-entering the child welfare system.

The CPI-Co-Located Domestic Violence Advocate is located within the offices and works with the staff of the Child Protective Investigations unit of the regional Department of Children and Families Protective Investigations Division.

II. Principal Job Duties/Responsibilities:

1. Provides crisis intervention and safety planning to survivors of domestic violence involved in the Child Welfare System through telephone interviews, individual, and group counseling. **25%**
2. Provides information and referral services to survivors of domestic violence and their families, including but not limited to referrals to other FavorHouse Programs; information to obtain a domestic violence injunction, victim compensation, and relocation funds; discusses limits of confidentiality, general Abuse Registry protocol, and safety planning in response to the Abuse Registry Report. **20%**
3. Assist project partners in identifying family strengths, the full spectrum of the survivors' efforts to protect their children, and appropriately provide for their physical and emotional needs. Identify and communicate to CPI staff coercive tactics the batterer has used that negatively and adversely impacts the survivor and children. **19%**
4. Participates in the development of safety plans and/or case plans that enhance survivor and child safety while holding batterer's accountable for their violence. **10%**
5. Completes written reports, records and other required documentation of services provided to participants in a timely manner. **10%**
6. Conducts trainings regarding the dynamics of domestic violence, the intersection between domestic violence and child welfare as well as how domestic violence affects children for Child Protective Investigators, community based care dependency case managers, law enforcement units and any other appropriate agencies as requested. **5%**
7. Completes employee training, conference calls, conferences, etc. to meet requirements according to contract specifications and agency requirements. **3%**
8. Reviews and recommends appropriate amendments to policies on confidentiality with survivors of domestic violence to ensure all information released to community partners adheres to confidentiality, victim/advocate privilege, and similar protocols. **2%**
9. Attend and participate in staff meetings to discuss problem cases and ensures reporting of any known or suspected child abuse to the Department of Children and Families abuse hotline. **2%**
10. Participates in monthly meetings with project partners to discuss successes; address barriers to collaboration; and to develop strategies to resolve emerging issues. **2%**
11. Invites and encourages staff from the local community based care and any other project partners to attend project's monthly meetings to discuss successes, barriers and strategies to improving the system's response to domestic violence. **1%**
12. Other duties, as assigned. **1%**

III. Educational and/or equivalence in experience requirements:

- Bachelor’s degree in Social Work, Criminal Justice, Human Services, or related field from an accredited college required.
- 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.
- 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.

Employee Signature

Date

Print Name