**Domestic Violence Victim Advocate – Rural Services**

Are *YOU* ready to make a real difference in our community? The **Domestic Violence Victim Advocate – Rural Services** will be responsible for establishing relationships with service providers in rural counties and providing direct crisis intervention and support services to victims of domestic violence and sexual assault in rural counties within A Better Way's service area and beyond.

***A Better Way*** provides shelter and services for victims of domestic violence and sexual assault, a Rape Crisis Center, advocacy, individual trauma-informed counseling, support groups, transitional housing, rapid rehousing, a 24-hour crisis line for persons in any crisis, education and referrals, a suicide hotline, teen dating violence and domestic violence prevention programs, and a check-in call service for elderly or disabled homebound persons.

**This position is full-time and is located in Muncie, Indiana.**

**Essential duties and responsibilities include the following. Other duties may be assigned.** *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

- Provide crisis intervention services on the telephone and in person for survivors, both residential and non-residential, including crisis calls and intakes.
- Transport clients and their children for intakes and other essential transportation as necessary.
- Assist clients through emotional support, advocacy, casework, support group, and other supportive services, including gaining autonomy.
- Complete client assessments using the Family Development Matrix and assist clients in setting goals.
- Monitor clients' progress on the personal action plan and report lack of participation, progress, or any other concerns to the Executive Director
- Complete narratives, clerical paperwork, and other forms of documentation relating to all client work.
- Organize, lead, and participate in weekly group activities with clients as needed, such as parenting classes and carry-in meals.
- Establish partnerships with criminal justice system(s) and other personnel in rural counties.
- Compile and complete agency statistics and assist with the completion of statistical reporting.
- Perform some light office cleaning as needed.
- Assist in sorting donations and other house management duties.
- Maintain building security as per agency policies and procedures.
- Participate in conferences and events in the community that are job-related and/or at the request of the Executive Director.

- Perform other duties as assigned.

**Supervisory responsibilities** No

**Work environment** Able to stand and/or walk up to 25% of time. Able to sit up to 75% of the time. Able to view a computer monitor for 6-8 hours per day. Must be able to lift up to 15 pounds at times.

**Education and/or Experience**

- Three to five years of relevant experience in human services, sexual assault, human trafficking, domestic violence, and supportive services or a Bachelor's Degree in a related field is required.
- Valid driver's license and proof of insurance are required.

**Skills and Competencies**

- Demonstrated skills in crisis intervention techniques, casework, supportive counseling, and networking with social service agencies are required.
- Knowledge of domestic violence, sexual assault, and human trafficking, and the complexity of problems surrounding the issues is a must.
- Proven ability to work independently with confidence, as well as an integral part of a team of professionals.
- Attention to detail and organization skills are necessary.
- Must demonstrate emotional maturity, sensitivity, and sound judgment, while maintaining the highest standards of confidentiality and professionalism when working with sensitive topics, such as sexual violence, human trafficking, domestic violence, and related.
- Articulate and effective verbal and written communication skills are required, as are excellent interpersonal skills.
- Ability to communicate well and engage in public speaking is required.
- Bilingual skills are a plus.

**The minimum salary for this position is $21.00 per hour.**

**Schedule will be: Sunday – Thursday, 6:00 am – 3:00 pm**

Full-time benefits include:

- Health insurance
- Paid holidays
- PTO plan
- Automatic 6% annual contribution into a qualified retirement plan

Candidates should submit the applications to our website **https://abetterwaymuncie.org** OR Email resume to contact@abwservices.org. Please include "Domestic Violence Victim Advocate – Rural Services" in the subject line.