Victim Advocate – Richmond

Are *YOU* ready to make a real difference in our community? The **Victim Advocate - Richmond** Way will be responsible for providing direct support services to the victims and secondary victims of domestic violence and sexual assault from A Better Way Services' office in Richmond, Indiana.

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 Richmond, 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.*

- Conduct crisis intervention on the phone and in person with victims, including intakes and transfers.
- Assist victims, and secondary victims, through advocacy, casework, emotional support, education, and referral for support services.
- Meet clients off-site in safe locations to provide emotional support, advocacy, casework, and other supportive services.
- Transport clients and their children as necessary for intakes, crisis work, school, work, court, and other needs.
- Collect and compile information for statistical reports.
- Monitor client progress and report lack of participation, progress, or concerns to supervisor(s) in a timely manner.
- Conduct prevention and educational presentations and represent ABW through public speaking engagements.
- Participate in weekly agency meetings and debriefings.
- Perform light office cleaning and organization by sorting donations as needed.
- Attend conferences, training, and job-related community events at the agency's request.
- Other duties as assigned by supervisor.

Supervisory Responsibilities None

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

- High school diploma or equivalent is required.
- Two years of relevant experience in human services, counseling, social work, crisis intervention, or case management, or the equivalent of college-level courses and/or an Associate's degree is required.

Skills and Competencies

- Proven ability to utilize and provide emergency coping skills for yourself or others is required.
- Strong working knowledge of community resources is preferred.
- Effective verbal and written communication skills are required, as are excellent interpersonal skills.
- Must have a valid driver's license and auto insurance.
- Attention to detail and organization skills are required.
- Working knowledge of computers and systems is required, including and not limited to, Microsoft products such as Word, Excel, and Outlook (or similar product knowledge).
- High level of confidentiality and professionalism are required.
- Bilingual skills are a plus.

The minimum salary for this position is $20.19 per hour

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