

Wesley Shelter Victim Advocate

If you are a good listener with compassion and empathy for others, you have good problem-solving skills, you enjoy working on a team and you have advocacy and counseling skills, the victim advocate position may be for you.

Wesley Shelter Inc. is the domestic violence and sexual assault response agency in Wilson County. Wesley Shelter has been serving the Wilson community through its many programs since 1983. Services include: 24-Hour Crisis Line, Domestic and Sexual Violence Response, The Edward Y.C. Thorne Safe House, Legal Services, Therapy, Children's Programs, Hispanic Outreach Services, Community Education, Prevention Services, The Clothes Line and more.

The primary role of this position is to assist victims of domestic and sexual violence in finding the best options for them. The victim advocate will assist victims with civil and criminal court, safety planning, referrals to other agencies and other options that provide safety and support.

- Provide to support to victims of domestic and sexual violence.
- Assist victims in completing 50B protective orders and/or criminal assault warrants with explanation of justice system and type of protection provided.
- Provide information to victims regarding the cycle of domestic violence, perform lethality assessments and safety planning.
- Connect victim with staff attorney for legal counsel, guidance, and representation.
- Accompany victim to court for judge's original order for 50B and to magistrate for criminal warrants.
- Accompany victim to all subsequent court appearances resulting from the filing of 50B or criminal assault warrants, provide on-going support.
- Provide assistance relative to 50C orders.
- Provide follow-up to survivors and facilitate domestic violence support groups.
- Participate in community meetings relevant to this position, such as, Coordinated Community Response Team members to assess domestic and sexual violence services in the community and promote comprehensive services to victims.
- Participate in on-call for after-hours domestic and sexual violence response. Schedule after-hour volunteers/provide training.
- Provide back-up for volunteers responding after-hours for domestic and sexual violence.
- Maintain case and statistical records on all domestic violence and sexual assault victims submitting reports as needed. Enter information into database.
- In conjunction with entire staff, provide regular in-service domestic violence and sexual assault training for law enforcement and other court personnel or in the community when requested.
- Provide victims with information and referral for victim's compensation.
- Attend staff meetings and participate in goal planning strategies for victims with other staff members.
- Assist with confidential records management.

- Responsible for statistical reports to Executive Director.
- Attend meetings and workshops throughout the state to increase knowledge of domestic violence and sexual assault issues.
- Participate in educational presentations to community when appropriate.
- Perform all other duties as prescribed by Wesley Shelter leadership.

The qualifications for the ideal candidate include:

- Bachelor's Degree in Social Work or similar field and/or equivalent experience.
- Knowledge of services and resources in the Wilson community a plus.
- Excellent time management skills and attention to detail.
- Computer literate in Microsoft Applications (Word, Excel, PowerPoint, and Publisher).
- The ability to work at least one evening a week or as needed and some weekends (as needed).
- Bi-lingual in English and Spanish a plus.
- Must pass a satisfactory background check that includes a driving history.
- This position reports to the Program Director.
- This is a part-time flexible 30 hour a week position.

Please provide an updated resume and cover-letter outlining your relevant experience. All resumes and cover-letters should be sent as a word document or PDF. Please email your resume and cover-letter to hwoodruff@wesleyshelter.org.

Please no phone calls.