

## **DIRECTOR OF ADVOCACY**

### **Job Description**

**General Description:** The Director of Advocacy is responsible for the overall management, planning and implementation of all advocacy programming; including operations, case management, evaluation, outreach, training, recruitment, and supervision of direct victim service staff. This position reports to the Executive Director.

#### **Duties and Responsibilities (non-inclusive):**

- ◆ Lead advocate for the organization who sets the guidelines for excellence in advocacy;
- ◆ Oversee all direct victim services, including supervision of direct service staff, volunteers and contract employees;
- ◆ Identify program development opportunities in accordance with agency's mission, strategic plan, and best practices;
- ◆ Provide advocacy and services to clients, and act as backup support for staff advocates;
- ◆ Maintain complete client files, including appropriate documentation and information for statistical and case-tracking purposes;
- ◆ Ensure all grant-related data are collected and reported in an accurate, comprehensive, and timely fashion;
- ◆ Maintain excellent staff/volunteer/supervisor relations;
- ◆ Attend monthly staff meetings;
- ◆ Develop and maintain beneficial relationships with other community service agencies, including courts, DHS, law enforcement, SAFE programs, and other allied professionals;
- ◆ Participation in fund-raising events;
- ◆ Report to the Executive Director regularly, providing updates on current issues and operations of volunteer staff, program services and other job duties;
- ◆ Complete any other duties assigned.

#### **Required knowledge, skill, and abilities:**

- ◆ Allocate time and duties at 99% Direct Service/Programs, 1% for participation at Fundraising Events.
- ◆ Must be available to work on-call shifts, if not covered by a staff or volunteer advocate;
- ◆ Ability to work independently, in an efficient and effective manner;
- ◆ Ability to work cooperatively with other staff and a variety of agencies and professionals;
- ◆ Sign and adhere to confidentiality requirements;
- ◆ Must complete initial training;
- ◆ Must have superior supervisory skills; excellent communication skills, written and oral;
- ◆ Must have knowledge of victim issues and the ability to train other advocates on them, as well as appropriately respond to these issues when assisting a client.

**Education and experience:** BS/BA in related field required or equitable experience may be considered. Supervisory experience preferred.

**Type of Employment:** Full-time, salaried, exempt employee, to work 40 hours per week, paid employee, with some evening and weekend work hours and overnight travel required. Salary based on qualifications and experience. Health benefits are provided according to availability of funding.

#### **Physical Requirements:**

- ◆ Ability to perform light to moderate physical work and lift and carry up to 25 pounds, and occasionally 50 pounds

- ◆ Ability to ride, ascend/descend, reach, grasp, kneel, pinch, traverse, sit, bend, push, pull, and perform a variety of similar body movements;
- ◆ Possess hand/foot/eye coordination adequate to operate a computer keyboard, printer/copier, and other office equipment;
- ◆ Ability to communicate and converse in-person and by telephone;
- ◆ Ability to observe, inspect and assess case files, legal documents, resource manuals, training materials, characters on a computer screen and other necessary materials.

**Work Environment:** Work is normally carried out in an office setting where hazards are minimal and temperatures are controlled; hazards may be involved when responding to a crisis intervention call-outs or other meetings when assisting victims, including dealing with angered victims, family, friends, and defendants.

**Other:** Nothing in this job description restricts supervisor's right to assign or reassign duties and responsibilities to this job at any time.