

# Aid to Victims of Domestic Abuse, Inc.

**JOB TITLE:** Domestic Violence Child Welfare Advocate  
**DEPARTMENT:** Program Services – Outreach  
**CLASSIFICATION:** Full-time, nonexempt, hourly, “at-will”  
**REPORTS TO:** Outreach Services Manager

## **JOB SUMMARY:**

The Child Welfare Domestic Violence Advocate serves as a consultant to the child welfare system and community partners to increase survivor safety while holding batterers accountable. Provide direct services to survivors of domestic violence in the child welfare system.

Work Schedule: 40 hours per week as scheduled by your supervisor.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Read and abide by the rules, policies and standards set forth in the Employee Personnel Policy Manual.
- Perform duties in accordance with program guidelines and agency policies.
- Participate in Department of Children and Families (DCF) and Community Based Care (CBC) case staffing’s and development of case plans for domestic violence survivors in the child welfare system.
- Participate in DCF and CBC meetings to enhance collaboration and develop strategies to enhance the project goals.
- Facilitate training for the child welfare system on the dynamics of domestic violence, the intersection of domestic violence and child abuse, batterer accountability, and safety planning.
- Provide crisis intervention, safety planning, supportive counseling, advocacy, and referrals for survivors of domestic violence in the child welfare system.
- Able to work in different environments and utilize effective time management skills.
- Maintain accurate program records, inventory control and grant required statistics.
- Promote an organizational culture that embraces workplace values of respect, caring, support, effective communication, teamwork, collaboration, accountability and responsibility; and work with staff to create and maintain a workplace environment reflective of those values.

## **POSITION REQUIREMENTS:**

- Bachelor’s degree in social work, sociology or related field and a minimum of two years relevant experience in victim advocacy or five years relevant experience in victim advocacy.
- FCADV Core Competency Training and privilege status obtained within first 90 days.
- Meet required training hours annually to maintain privilege status.
- Excellent verbal and written communication skills; exceptional customer service skills.
- Reliable transportation, and if that is a personal vehicle, a valid driver’s license and clean driving record for insurability.
- Intermediate use of MS Excel, Word, Outlook and client database software.
- Fluent in reading, writing, speaking English. Bilingual in Spanish is a plus.

## **SPECIAL REQUIREMENTS AND PHYSICAL DEMANDS:**

- Ability to exert physical effort which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds), bending, stooping, stretching, squatting, sitting, including movement up and down stairs.
- Regular travel required in the Palm Beach County area.

## **HOW TO APPLY:**

Email your resume and cover letter to [avda@avda-fl.com](mailto:avda@avda-fl.com). Indicate the position days/hrs you are applying for in your cover letter. Please advise Human Resources at this email address in advance if you require accommodations to participate in the employment process. **EOE/DFWP/E-VERIFY**