

## **LAUREL HOUSE POSITION POSTING**

**Resumes/Cover letters to/Application:** Attn: Stacy Sweinhart P.O. Box 764, Norristown, PA 19404  
(Internal applicants through interoffice mail to Administration offices attention Stacy)  
**or: Ssweinhart@laurel-house.org** by January 01, 2012

### **POSITION DESCRIPTION**

## Domestic Abuse Response Team Advocate

### **Position Summary**

To provide immediate crisis and safety response to victims of Domestic Violence when contacted by Montgomery County police departments and/or hospitals, and to assist in coordinated community response efforts.

**Reporting Relationships:** Reports to the Domestic Abuse Response Team Manager

### **Responsibilities**

Provide immediate crisis and safety counseling to victims (directly, and/or through the use of volunteers) of DV when contacted by Montgomery County area police departments and hospitals. Assist with court accompaniment as needed and provide follow-up calls with victims to make referrals, provide information and/or offer services.

In coordination with DART Manager the DART Advocate will provide systems advocacy to police departments, District Attorney's office, District Justices, medical personnel, and other victims' service agencies. This position must maintain good communication between assigned hospitals, police departments and legal systems on behalf of victims of domestic violence.

The DART Advocate will be responsible for following up with victims of domestic violence referred by police departments and hospitals as part of protocol and provide a weekly report to DART manager. This position will assist in providing outgoing outreach to police departments and hospitals and will present the DART program at community events such as health fairs, informational "tabling" events, and so on.

**Compensation:** Part time 24 hours weekly, average. The times of day and hours may vary, depending on need, offering Competitive Pay

### **Preferred and Required Qualifications:**

PCADV approved domestic violence training certificate (may be completed upon hire);

Bilingual Spanish speaking;

Must have a valid driver's license and automobile insurance;

Criminal check and child abuse clearances will be required;

Bachelors degree with 3-5 years of experience directly related to the above responsibilities or duties specified.

Computer competency in Microsoft Word, Excel and Outlook is preferred

*Laurel House is an AA/EEO employer providing equal employment opportunity to all persons without regard to race, color, religion disability, sex ,age ,sexual orientation or national origin*