JOB DESCRIPTION
DV Primary Prevention Advocate

JOB TITLE: DV Primary Prevention Advocate (60%)  EFFECTIVE DATE: March 2015
DV Outreach Advocate (40%)

PROGRAM: Victim Services

REPORTS TO: Domestic Violence Manager  CITY: Lakeland

FACILITY: Primary VSC / Community Based

JOB STATUS: Full Time  FLSA: Non Exempt

Job Summary:
This is a non-degreed position. The advocate is responsible for Primary Prevention activities under the Primary Prevention grant.

Provide information, referral and counseling to survivors of domestic and sexual violence and the general public. Assist in the completion of safety plans and relocation paperwork for the OAG. Provide presentations and training within the community and to co-workers. Facilitate support groups with required documentation attached. Liaison with community partners including law enforcement and judicial system. Provide support to Victim Services Division for special projects such as community awareness/training; monitoring preparation and back up shelter coverage on as needed basis.

Primary Prevention Program Description:
The purpose of the primary prevention program is to deliver prevention education and awareness to the targeted youth population by delivering a series of educational classes in the class room as well as at community events while creating a coordinated community to respond to intimate partner violence in an effort to reduce, better respond to and eliminate it.

General Expectations:
In the performance of their respective task and duties, all employees are expected to conform to the following:

- Adhere to all PRC policies and Code of Conduct standards and at all times exhibit all PRC’s Core Values.
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and vendors.
- Work independently, while understanding the necessity for communicating and coordinating work efforts with other employees and organizations, as required.

Essential Duties/Requirements/Activities:

- Ability to arrive/report to work on time and ready to work.
- Ability to abide by principles of EEO compliance and a workplace of dignity and respect.
- Ability to work cooperatively in a group/team setting.
- Ability to show respect to others.
Ability to take guidance and direction from supervisors.
Ability to report to work with clean hygiene.
Ability to adhere to company/program dress code standards.
Ability to professionally communicate with others.
Other:

- An employee in this position must be able to react to change productively and to handle other tasks as assigned.
- All services will be provided regardless of gender or disabilities.
- Must learn, understand and carry out all Victim Services Program Procedures.
- Know, understand and respect participants’ rights.
- Conduct initial and ongoing safety planning with participants.

Meet all FCADV/Primary Prevention grant deliverables.

- Quarterly Webinars and Survey Completion: Provider staff must participate in quarterly webinars and complete an online survey each quarter. Provider staff is required quarterly to complete one survey per center regarding primary prevention activities. Provider staff must attend one of the scheduled quarterly webinars for the entire duration. Staff may be asked to give primary prevention activity updates during the quarterly webinars. Attendance on the webinar and completion of the online survey will serve as sufficient means to claim funds. The Provider contract and/or fiscal manager must be present on the first quarter webinar with the Prevention contact.
- Primary Prevention Event – attendance at all required events.
- Coordinate a Community Action Team (CAT) and conduct quarterly meetings. Each Community Action Team Meeting shall include discussions and planning regarding activities at multiple levels of the Social Ecological Model (SEM). Agendas shall reflect the levels of the SEM. Community Action Teams may include all youth members, all adult members, or a combination of youth and adult members. Community Action Teams may be a standalone team or a subcommittee of an existing DV/SV task force/committee. If submitting as part of a larger task force, prevention activities must be listed on the agenda to claim on the invoice. If only intervention topics are included on the agenda, the invoice will be rejected. For documentation to be approved, the meeting may not be comprised solely of center staff. Attendance must be a least five participants, three of whom need to be non-center staff and/or volunteers. A sign-in sheet inclusive of the name, organization, and signatures of all attendees is required along with an agenda from the meeting. Meeting minutes are highly encouraged but not required.
- MOU or Letter of Support with at least one Community Action Team Organization annually: The Provider must provide FCADV with a signed Memorandum of Understanding or Letter of Support between one CAT member’s organization and the center. The MOU or Letter of Support must be from an organization that has not previously provided an MOU or Letter of Support to the center in previous years to meet this deliverable. The signed MOU or Letter of Support must include: (1) the name of both organizations, and if possible participating employees, (2) time period the agreement is applicable, (3) roles and responsibilities of both parties, (4) signatures of leadership from both parties, and (5) be focused on primary prevention. The Provider may submit an optional work plan for the organizations. The MOU will be rejected if there are any intervention activities listed.
- Submission of Community Action Team Information for Statewide Database: FCADV will provide a link to a mandatory survey which Providers need to submit. The survey will require the following information about the Community Action Team members: (1) names, (2) email addresses, (3)
organizational affiliations, (4) sectors, and (5) how long they have participated in the Community Action.

- Participation from community Action Team Members in Statewide Survey: FCADV will email the Community Action Team members a survey link. One-third of the Community Action Team members need to complete the online survey, a minimum of two members must participate. For example, if the Provider has five Community Action Team members, two must fill out the survey. The members participating in the survey may not be center/provider staff or volunteers. FCADV will provide a template email which centers can provide to their Community Action Team members to explain the purpose of the survey.

- Two Rounds of Primary Prevention Programming with Youth: Rounds of Prevention Programming must be at least eight sessions with the same group of students—no exception will be made. Both rounds should be conducted with the same priority population (example: Boys ages 11-14). Rounds of programming must be conducted using the FCADV approved curricula. Documentation requirements include: (1) the FCADV provided Sign-in that included attendance from all sessions, (2) the FCADV provided Group Process Notes form for each session (8 or more total), (3) one copy of the pre- and post-survey being used that must include the age-appropriate core questions provided by FCADV, and (4) the completed FCADV Evaluation Tool populated with particular responses sent in Excel format. Sign-in sheets shall not include any identifying student information.

- Prevention Social Marketing Campaign Plan: Social marketing materials may be prevention brochures, posters, folders, handouts, public service announcements, or billboards. Links to websites and/or Facebook pages may also be submitted. Providers will create a plan to develop, implement and evaluate a prevention social marketing campaign. For documentation to be approved, either the uploaded materials or memo stating that the center does not have any social marketing for prevention AND the completed marketing plan must be submitted.

- Prevention Deliverables Chart: Completion of deliverables and submission of reports to supervisor, Director and FCADV grant manager, via online submission/document uploading.

- Inform participants of Crime Victim’s Compensation Assistance and complete paperwork as applicable.
- Complete registration paperwork and service documentation for victims of domestic violence who enter Outreach Services.
- Provide assistance in injunction application process.
- Document in participant’s file regarding groups, service management and incidents.
- Complete required PRC paperwork as it pertains to assigned shift and/or job duties in a timely manner.
- Document daily activities for your supervisor and turn in monthly.
- Provide phone crisis counseling as trained, pertaining to sexual and domestic violence victim callers.
- Working knowledge of community resources especially in areas of housing, training and employment.
- Attend all scheduled work hours, meetings, trainings, and other grant and center functions, including on-call as required.
- Respond to and coordinate requests for community events and presentations as needed.
- Facilitate support groups at the Shelter and in the Community and complete the required documentation.
- Provide emergency coverage as needed at shelters.
- Shift assignment will be flexible with occasional evening and weekend work required and occasional need to fill in on other shifts due to vacancies, illnesses and vacations.
- Submit monthly reports to meet all FCADV deadlines and position requirements. Comply with reporting requirements designated by Peace River Center’s contractual obligations.
Be willing to drive personal vehicle on job related business. See detailed requirements below under transportation.

This position may be assigned additional “position duties” by a supervisor, other than those listed as is consistent with business necessity. On-going assigned duties will be added in the form of an addendum to this job description.

Qualifications:
- Must meet the DCF state-mandated background and screening requirements.

Education:
- High School Diploma or equivalent.

Experience:
- A minimum of one year working with individuals or families in crisis preferred. Domestic violence related preferred.

Certifications:
- None

Training:
- 30 hours FCADV Core Competency training (provided)
- 30 hours FCASV ACT training (provided)
- Other annual trainings as required by PRC, FCADV & FCASV.

Knowledge and Skills:
- Bi-lingual preferred.
- Ability to self-motivate and self-start.
- Excellent organizational skills.
- Excellent written and verbal communication skills.
- Demonstrated proficiency with Microsoft Office software package.
- Demonstrated teambuilding skills.
- Demonstrated planning skills.
- History of regular work attendance.
- Demonstrate the ability to lift 25 lbs.
- Working knowledge of community resources, especially in areas of housing, training and employment.

Safety Equipment
- Universal Precautions
- Comply with Occupational Safety and Health Administration (OSHA) rules and regulations
- Life Safety Equipment (fire extinguisher)

Transportation:
- Must have reliable transportation.
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- Will drive personal vehicle for job duties:
  - Must be over 25 with a FL driver’s license and clean driving record.
  - Must carry & maintain $50,000/$100,000 bodily injury coverage on personal vehicle and provide proof of coverage annually.
- May drive a PRC vehicle

Machines, Tool and Equipment Used:
- Computer, telephone, TTY, fax, copier

Supervisory Relationship(s)
- Reports to DV Services Manager. Meets with supervisor bi-weekly for individual supervision to discuss/manage program needs and evaluate any training needs or issues of professional staff or participants.

Work Environment:
Exposure to adverse working conditions due to people who are mentally ill, who may be psychotic, who may present some exposure to communicable diseases, be verbally abusive or present a threat of violence.
- Office Environment (80)
- Field (15)
- Community (5)

Limitations and Disclaimer:
I have read and understand this job description and hereby certify that I am qualified to perform this position and can perform the essential functions of this position, with or without a reasonable accommodation. Please list any requested accommodation below if an accommodation is necessary to perform the essential function of this position.

_____________________________  ______________________________  ______
Name (please print)  Signature  Date

Accommodation requested (if applicable)