



Title: Systems Advocate - FVOAP

Reports To: Systems Advocacy Manager

FTE: 40 Hours per week

Term: Employment at Will

Salary Range: \$35,000 - \$42,000 Annually

ORGANIZATIONAL SUMMARY:

Founded in 1977, the Women's Resource Center (WRC) has a long history of providing a full range of compassionate, comprehensive direct services to survivors of domestic violence. Over the past fifteen years, the WRC has also been at the forefront of innovative prevention practice nationally. The WRC's purpose is to work with the community to end violence, combining survivor-centered service delivery with evidence-informed prevention strategies. We engage a myriad of governmental and state agencies, organizational partners, and diverse local residents of all ages, races, ethnicities, languages, abilities, and socio-economic backgrounds to ensure that survivors have the supports they need, while simultaneously working to create healthy, safe communities.

The WRC is committed to being at the top of our field with all of our services and practice. We prioritize organizational and staff development, to ensure that all of our practices reflect best practices in the field. In addition, we are participating in Move to End Violence, a national project focused on centering the domestic violence movement on the experiences of marginalized communities. Members of our staff have attended local, regional, and national trainings as well as webinars to continue to grow their professional skills.

The Women's Resource Center has many strengths to build on including a strong revenue base from state and federal funds and foundation grants, a diverse, highly committed, engaged, and experienced staff providing unique, highly mission driven programs; competent management; and statewide recognition for excellence in programming in the areas of primary prevention and counseling as well as state leadership in connecting victims to DHS support.

Mission

Leading domestic violence prevention through the empowerment of individuals and the community by providing advocacy, education and support services.

Values

Social justice

We believe that our community has the ability to achieve domestic peace.

Individual empowerment

We believe in the potential for individual change.

Community commitment

We believe in the power of working collaboratively with our community to compassionately and confidentially provide best practices in a safe and accessible environment.

Agency commitment

We believe in providing a diverse, respectful, and safe environment to work, learn and grow.

POSITION SUMMARY: The Systems Advocate will report to the Systems Advocacy Manager. The Systems Advocate will assist DHS clients who are victims/survivors of domestic violence in obtaining a waiver(s) from certain requirements of the RI Works Program or Child Care Assistance Program. The advocate promotes trust and communication with the victim with safety planning and providing referrals to various programs and services throughout the state of Rhode Island and other States if need be.

REPORTING STRUCTURE:

{Systems Advocate> Systems Advocacy Manager> Director of Client Services> Executive Director> Board of Directors}

ESSENTIAL JOB FUNCTIONS: System Advocates work with but are not DHS caseworkers. Advocates are assigned to regional DHS offices throughout the State to assess the needs of clients who may be victims of domestic violence and are applying for DHS assistance. The advocates use State approved assessment tools to review all cases and make a determination recommendation to DHS, at which time a waiver will be issued or denied by DHS.

Works with DHS client/victims:

- Meet with clients to assess their needs for a DHS waiver using approved assessment tools
- Flexibility with schedule in order to meet with clients
- Gathers related documentation from victim, including but not limited to confidentiality releases, court documents, police reports and sworn statements for evidence of requested waiver
- Individual advocacy; ongoing crisis management and resource referrals
- Collaborates with DHS staff to provide benefits to clients.
- Provide trauma-informed direct services; including support, advocacy, crisis intervention, safety planning, information and referrals to clients in crisis.
- Engage with clients and DHS staff on the phone, through mail, email, or fax
- Provide follow-up case management to clients, as needed

Other Responsibilities

- New employees will be trained in house and will be expected to attend mandatory outside trainings during the probationary employment period
- Reporting back to DHS with the waiver recommendation through documentation
- Retain updated client list
- Record and report all client interactions
- Provide DV-101 presentations at least one time per month at the NWRI
- Provide requested information to Systems Advocacy Manager and Director of Client Services
- Attend mandatory trainings, staff meetings and individual case review
- Abide by DHS office protocol and procedures
- Assure that proper reports and documentation are completed and accurate
- Proper file maintenance
- Work collectively with other WRC departments, the sister agencies and the RICADV
- Abide by the Women's Resource Center protocols and procedures
- Work collectively as a team under the supervision of the Systems Advocacy Manager

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must be able to confront and solve basic practical issues and problems. These can arise in a variety of situations
- Experience/Education: BA from a 4-year college or accredited university and/or extensive related experience in the field of domestic violence and/or social services
- Must be able to speak and write effectively - may be expected to present in front of a group in individuals who may have difficulty understanding domestic violence
- Spanish speaking and writing may be required
- Must have viable transportation and proof of auto insurance

SPECIAL REQUIREMENTS: While performing the duties of this job, the employee is occasionally required to sit, stand, walk, and handle objects, reach, talk, and listen. May occasionally be required to lift and or move objects.

- Auto travel within the state
- Auto confirmed active registration and insurance
- Required Trainings
- Required BCI Background Check
- Required signed documents/policies

*The **Women's Resource Center** is an Equal Opportunity Employer. The organization does not discriminate against a volunteer, an employee or applicant in employment of conditions or opportunities for employment on the basis of race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status such as disability, age, marital and family status, sexual orientation and gender identity, health status, place of residence, economic and social situation.*

HOW TO APPLY: Please submit cover letter and resume to careers@wrcnbc.org.

