

# Jeanne Geiger

## CRISIS CENTER

**Mission:** To empower members of our community to live free from fear, intimidation, violence, or the threat of abuse by providing support, advocacy, and education.

Job Title: Domestic Violence Advocate	Salary Classification: Salary, Exempt
Reports To: Survivor Services Coordinator	FLSA:
Location: Amesbury	Date: October 2019

### **Primary Responsibilities:**

The Domestic Violence Advocate is responsible for providing services that respond to the needs of survivors of domestic violence and their families with a focus on housing. The Domestic Violence Advocate will work as part of a team of professionals including advocates, attorneys and clinicians.

### **Major Duties:**

- Provide crisis intervention counseling to survivors of domestic violence
- Provide on-going services to survivors of domestic violence including counseling and case management
- Screen and enroll participants into the Transitional Housing (TH) Program
- Work with survivors enrolled in the TH Program to meet their goals by providing on-going support, case management services and financial literacy education
- Provide follow-up services to survivors who have completed the TH Program
- Maintain the TH Program wait list and provide on-going services to survivors on the wait list.
- Complete TH Program semiannual grant reports for submission to the Office on Violence Against Women
- Contribute to grant applications
- Support and promote best practices
- Facilitate workshops
- Develop and maintain positive relationships with community partners, especially housing partners
- Attend select community meetings
- Provide back-up assistance to hotline on rotating schedule
- Attend trainings
- Other duties as assigned

### **Knowledge/Skills/Experience Required:**

- Three years working in the domestic violence field

- MGL 20K certification preferred
- Training in counseling and crisis intervention
- Experience working with housing systems and helping clients obtain permanent housing
- Knowledge of trauma informed approaches
- Strong case management skills
- Excellent written, verbal communication and presentation/training skills
- Ability to work effectively as part of a multidisciplinary team
- Commitment to continuous learning and improvement
- Passion for social justice work

**Education Required:** Bachelor's degree in social work/related field or comparable experience

**Bilingual a plus, but not required**

**Mental Demands:**

Reading	Verbal communication
Detailed work	Written communication
Confidentiality	Multiple concurrent tasks
Problem Solving	

**Physical Demands:**

Sitting  
 Speaking  
 Listening  
 Heavy computer use

**Special Work Conditions:**

- Occasional evening/weekend hours are required
- Occasional attendance at early morning/evening meetings and local travel are required.

SOMBWA  
 E/O/E

Submit resume and salary requirements via email to Liz Morin at [lmorin@jeannegeigercrisiscenter.org](mailto:lmorin@jeannegeigercrisiscenter.org)

Visit us online at [www.jeannegeigercrisiscenter.org](http://www.jeannegeigercrisiscenter.org)