

## DOMESTIC VIOLENCE ADVOCATE/CPS INVESTIGATIVE TEAM

### Full Time/Non-Exempt

Willow Domestic Violence Center is a dynamic and collaborative work environment comprised of dedicated and supportive professionals who care about making our community a better place. Founded in 1978 as Alternatives for Battered Women, our agency has grown to serve as a leading-edge resource and provider in the field of domestic violence services. Join our team to help fulfill our vision of a community free from domestic violence, where healthy relationships thrive.

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### JOB SUMMARY

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The Domestic Violence Advocate/CPS Investigative Team is a key member of the WILLOW DOMESTIC VIOLENCE CENTER team and is responsible for partnering with Child Protective Services (CPS) Investigative Teams to support clients in trauma. The Domestic Violence Advocate provides crisis counseling, advocacy and safety planning and makes appropriate referrals while using best practices and a solution-focused, trauma informed approach that will support the client's success. The ideal candidate is client centered and will have experience in trauma informed care, case management, counseling, crisis management, community resources and excellent communication skills.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

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#### COORDINATION OF CLIENT CARE

- In partnership with the identified Child Protective Services (CPS) Investigation Teams:
  - Conduct interviews and provide supportive counseling, safety planning, goal setting and referrals.
  - Develop and provide "Support Groups" and/or "Domestic Violence Education Groups" for victims as well as follow-up counseling, advocacy, referrals and safety plans.
  - Provide timely and accurate documentation of cases.
- Serve as a member of the Willow/CPS workgroup.
  - Attend regular meetings to monitor the progress of the grant.
  - Assist with reviewing the effectiveness of the protocols.
  - Review cases utilizing DV/CPS protocols for integrated case management services.
- Participate and facilitate cross-training with CPS and Willow staff.
  - Develop integrated training which provides information about domestic violence and child abuse.
  - Implement the training to CPS teams and to Willow staff.
- Provide consultation to CPS workers or supervisor requesting assistance.
- Transport clients to and from valid appointments.

#### DOCUMENTATION AND REPORTING

- Develop and implement appropriate program evaluation measures.
- Maintain monthly statistical data.

#### OTHER DUTIES AS ASSIGNED

- Participate in Agency meetings, supervision, and trainings, and represent Willow to collateral agencies in the community.
- Adhere to all Agency policies and procedures, maintaining client confidentiality.
- Other duties as assigned.

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### QUALIFICATIONS

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- Bachelor's degree in social in Social Work or a related field and a minimum of three years of direct service experience, preferably in the area of domestic violence, or an equivalent combination of education and experience.
- Excellent communication skills (verbal and written) are required.
- Bi-Lingual English/Spanish desirable
- Adaptable and flexible.
- New York State Driver's License not in jeopardy of being revoked.

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### HOW TO APPLY

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Submit a cover letter and resume by mail, email or fax. Please indicate the name of the position you are applying for in the subject line.

**Mail: P.O. Box 39601, Rochester, NY 14604 | Email: [HR@willowcenterny.org](mailto:HR@willowcenterny.org) | Fax: 585.232.3501**

***We offer a generous benefits package including health and dental insurance, paid time off, and 401k.  
Willow Domestic Violence Center is an Equal Opportunity Employer***