

**THE WOMEN'S CENTER
JOB DESCRIPTION**

JOB TITLE: Systems Liaison Advocate
POSITION: Full-time, hours variable based on client need
CLASSIFICATION: NON-Exempt
DEPARTMENT: Counseling and Advocacy
REPORTS TO: Director of Counseling and Advocacy
SALARY GRADE/LEVEL/RANGE:
LOCATION: 505 BUILDING/WAUKESHA COUNTY COURTHOUSE

MISSION:

The mission of The Women's Center is to provide safety, shelter and support to empower all impacted by domestic abuse, sexual violence, child abuse, and trafficking.

SUMMARY/ OBJECTIVE: The primary responsibility of this position is to advocate for survivors of domestic violence who have been deemed at high risk for lethality by law enforcement. This position will also provide safety planning, court accompaniment, advocacy, and referrals. This position will also provide education to community partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure clients receive trauma-informed services including crisis intervention, safety planning, emotional support, advocacy, and information and referrals through outreach including follow up calls and in-person advocacy.
- Coordinate with community partners to ensure the Lethality Assessment Program (LAP) is identifying victims at high risk for lethality and connecting them to services.
- Provide training to law enforcement municipalities interested in implementing the LAP and facilitate on-going training for agencies involved.
- Ensure clients are informed about their rights as the victim of a crime, including completion of crime victim compensation applications, registering with VINE, and offer other resources available in accordance with TWC policies.
- Assist in completing necessary paperwork for filing restraining orders.
- Accompany clients and advocate with them throughout civil and criminal court proceedings.
- Assess clients for risk of suicidal ideations.
- Maintain active caseload of specialty client cases – homicides, near fatal, high profile, etc. Attend necessary case review meetings. Refer cases as applicable to agency directors and assist in case staffings.
- Maintain community partnerships and provide community presentations and trainings on domestic abuse, agency services, and other related topics.
- Facilitate the Lethality Assessment Program planning committee meetings.
- Maintain respect and confidentiality of all clients using services.
- Ensure the timely completion of all required paperwork, case notes, and enter statistics in client database.
- Ensure compliance with all safety and work rules and regulations.
- Adhere to organizational compliance with all local, state and federal regulatory agencies.
- Ensure the maintenance of departmental housekeeping standards.

- Complete other duties as needed and/or requested by supervisor to align with mission and vision of the organization.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS:

- Five years' experience working with survivors of domestic abuse and sexual violence in a trauma informed way.
- Knowledge of civil court, family court, and criminal court systems and proceedings preferred.
- Experience working with law enforcement
- Excellent communication and public speaking skills. Ability to speak and write effectively in order to convey information appropriately to needs of the audience.
- Computer proficiency.
- Excellent organizational skills and attention to detail.
- Sensitivity to issues effecting survivors of domestic violence, sexual assault, child abuse and trafficking.
- Ability and willingness to work both individually and as part of a team with other staff in provision of services to clients.
- Active listening — give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — understand written sentences and paragraphs in work related documents.
- Time Management — manage one's own time and the time of others.
- Service Orientation — actively look for ways to help people.
- Coordination — adjusting actions in relation to others' actions.
- Critical Thinking – use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring — monitor/assess performance of yourself, other individuals, or organizations to make improvements or take corrective action.

EDUCATION/EXPERIENCE:

- A Bachelor's degree in social work, criminal justice or related field is preferred but 5 or more years' experience working with law enforcement, Victim Witness, or the District Attorney's office may be considered in lieu of a degree.
- A minimum of five years working with court systems, law enforcement, district attorney's offices to provide support for domestic abuse cases preferred.

LANGUAGE SKILLS: Ability to read, write and comprehend English. Bilingual Spanish/English preferred.

REASONING ABILITY: Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

CERTIFICATES, LICENSES, REGISTRATIONS: Requires a valid Wisconsin Driver's license and proof of insurance.

OTHER SKILLS AND ABILITIES:

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is a largely sedentary role; however, some filing is required.
- This would require the ability to lift up to 25 pounds.
- Does require movement up and down stairs.

WORK ENVIRONMENT: The Work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

- The employee will perform some work-related travel.
- Works predominantly indoors but will need to go between different buildings and different locations.
- The noise level in the work environment is usually moderate.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

AAP/EEO: The Women's center is an equal employment opportunity and affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, status as a qualified individual with a disability, or any other characteristic protected by law.

This Job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Signatures: