



*New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.*

## **Job Announcement**

### **DOMESTIC VIOLENCE / CHEMICAL DEPENDENCY ADVOCATE**

**Domestic violence survivors and people of color strongly encouraged to apply**

- RESPONSIBILITIES:** Provides mobile, culturally competent, and trauma informed supportive services and prevention education to survivors of domestic violence who are participants in New Beginnings' non-residential Community Advocacy Program, connecting them with community resources and providing financial assistance to address barriers to safety and independence. Facilitates a survivor chemical dependency support group, and serves as an agency resource on chemical dependency service needs.
- REPORTS TO:** Community Advocacy Program Manager
- HOURS:** 36 hours per week; Monday-Friday business hours, with up to one regularly scheduled evening per week.
- COMPENSATION:** \$20/hour; medical, dental and vision benefits; educational leave and training allowance; paid time off; life insurance; retirement contribution. This is a Non-Exempt position.

#### **RESPONSIBILITIES:**

##### **Supportive Services**

- Provides emotional support, safety planning, appointment accompaniment, flexible financial assistance and individual case advocacy for survivors of domestic violence who are participants of New Beginnings' Community Advocacy Program. Provides information, advocacy and referrals regarding public benefits, legal issues, medical care, mental health services, chemical dependency support, financial planning, employment, and other individual needs.
- Incorporates trauma informed best practices into supportive services and advocacy work with survivors.
- Collaborates closely with the Community Advocacy Youth and Family Advocate to ensure participants' parenting needs are met.
- Collaborates closely with Home Safe Survivor and Housing Advocates to identify participants who qualify for emergency housing, homelessness prevention or rapid re-housing support, and to ensure participants are prepared to secure and retain housing.
- Provides information and support to DV Housing First Demonstration Project researchers.
- Facilitates a survivor chemical dependency support group.
- Maintains complete and appropriate participant files.
- Staffs at least one Help Line shift during business hours each month.
- Coordinates interpreter or ASL services for non-English speaking or hearing impaired participants.
- Performs other duties as assigned.

##### **Data Integrity**

- Enters consistently complete, accurate and appropriate participant and service data into the agency database.
- Responds to meet data needs identified by the Program Manager or data staff.

## **Community Networking**

- Maintains extensive knowledge of community resources for the benefit of survivors, with a special emphasis on chemical dependency support and treatment programs.
- Maintains positive working relationships with other domestic violence and service agencies in the community.
- Builds relationships with businesses or other community resources to secure assistance or services for participants and promote New Beginnings' services.
- Attends community meetings as requested by the Program Manager.

## **Resource Development**

- Participates in development events and activities as requested by the Program Manager.
- Provides program information and stories as needed by the development team to build donor support and pursue funding opportunities.

## **Team Work and Professional Development**

- Consults with staff across programs on chemical dependency issues and resources as needed.
- Actively contributes to a positive team environment to ensure the collaboration needed for provision of high quality services to survivors.
- Participates in all staff meetings, Community Advocacy Program team meetings, planning days and agency in-service trainings.
- Attends and documents trainings to ensure compliance with Washington Administrative Code training requirements for domestic violence advocates.

## **QUALIFICATIONS:**

- Commitment to the mission of New Beginnings and to the needs to domestic violence survivors.
- At least two years of experience providing survivor-centered advocacy. Related experience in non-domestic violence agency settings will be considered.
- At least two years of chemical dependency studies education, or a willingness to complete such education. Experience working with chemically dependent clients can be substituted.
- Knowledge about the dynamics of domestic violence and the impact of trauma on survivors and their children, and of the interrelation of chemical dependence issues and domestic violence trauma.
- Experience with mobile advocacy a plus.
- Demonstrated ability to work with diverse survivors in a welcoming, supportive, culturally competent manner.
- Knowledge of public benefits, and a wide range of community resources, including chemical dependency resources, to meet variable survivor needs.
- Demonstrated ability to exercise flexibility and creativity in helping survivors overcome a variety of barriers to well-being and stability.
- Ability to take initiative, and maintain accountability to colleagues while providing services in a variety of settings.
- Demonstrated ability to handle crises and juggle multiple responsibilities in a fast-paced environment.
- Ability to maintain participant confidentiality.
- Ability to effectively network with a wide range of community service providers.
- Strong attention to detail and follow-through.
- Ability to represent New Beginnings in a professional manner to community partners and the broader public.
- Ability to use supervision effectively to gain support and enhance performance.
- Ability to engage in constructive self-care activities to manage secondary trauma.
- Proficient with Microsoft Office applications.
- Fluency in Spanish, African or Asian languages a plus.
- Possession of a valid Washington State driver's license. Access to reliable personal car a plus.

**Send resume and cover letter detailing experience to [info@newbegin.org](mailto:info@newbegin.org). Open until filled. Additional agency information available at [www.newbegin.org](http://www.newbegin.org).**