



Martha's Vineyard Community Services, Inc.

Prevention and Community Advocate

Job Description

SUMMARY:

Under the supervision of the Programming Manager, this part-time position facilitates education, prevention, awareness-building, training, and culturally-specific programming. The Prevention and Community Advocate fulfills the responsibilities of a domestic violence and rape crisis counselor by providing supportive counseling, advocacy, crisis intervention, and case management services to survivors of domestic and sexual violence through intensive, comprehensive, and culturally competent services. Must possess the skills needed to effectively facilitate workshops, participate in public awareness campaigns, and maintain relationships with local organizations. This position may be considered for a Flexible Work Arrangement, if approved by Program Director, CEO and a Flexible Work Agreement is completed.

Job Responsibilities and Essential Functions (essential functions*):

1. Provides prevention, education and training programming:

- a. Facilitate culturally-relevant services and programming; including on nights and weekends as needed*
- b. Provide prevention, outreach and training to the community and service providers*
- c. Facilitate Healthy Relationship curriculum for grades K-12*
- d. Partner with Outreach Coordinator to implement culturally-specific programming in underserved communities
- e. Adhere to all funder, agency, and program Policies and Procedures, including agency policy on confidentiality*
- f. Travel to and attend meetings and trainings on and off island*

2. Fulfills the responsibilities of a trained Domestic Violence and Rape Crisis Counselor:

- a. Provide supportive and advocacy services for survivors and secondary survivors of domestic violence and sexual assault in accordance with M.G.L. ch 233 sec 20j and 20k in-person, at approved off-site locations, and via phone/virtual technology*
- b. Facilitate traditional and non-traditional support groups and workshops for survivors and secondary survivors

- c. Fulfill 24 Hour Crisis Hotline coverage through safety assessment and coordination of services during business hours, evenings and nights, and during weekends as assigned*
- d. Assist with Domestic Violence Roundtables with law enforcement facilitation
- e. Participate in awareness, outreach and prevention activities
- f. Maintain complete and accurate records and statistics as required by funding sources*

QUALIFICATIONS:

- Bachelor's Degree in psychology and/or related fields or equivalent lived experience
- Ability to multi-task and adapt to change in a complex and sensitive environment both independently and as part of a team
- Possess and actively practice strong communication skills, compassion, empathy, patience, discretion, confidentiality, integrity and professionalism
- Demonstrate general knowledge of the dynamics and causes of domestic violence and sexual assault and a commitment to end gender-based violence as a social issue
- Possess the knowledge and understanding of effective prevention strategies and facilitation skills
- Work effectively with persons who have diverse styles, abilities, motivations and backgrounds
- Demonstrate excellent organization skills and follow-through
- Work a variety of schedules depending on the needs of the program
- Complete training (25 hours domestic violence and 35 hours sexual violence) as required by MGL c. 233 s. 20J and 20K to protect client records and to provide direct services as a trained domestic violence and rape crisis counselor within the first nine months of employment.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or other wise to balance the workload.