



Crisis Support DV/SV Advocate

Job Description

The Crisis Support SV Advocate is responsible for direct services with clients. reporting and assisting with the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. This position reports directly to the Executive Director.

Vision: To eradicate abuse one woman, one family at a time.

Mission: JADASA brings hope, healing, and resources to Domestic Violence, Sexual Violence, Dating Violence and Stalking survivors within the Greater Metropolitan Areas in St. Louis City and North St Louis County.

Crisis Support Advocate Job Responsibilities:

- Interview clients to determine their needs and circumstances, such as housing status, employment status, and childcare.
- Educate clients about domestic violence issues such as abuse patterns, psychological effects, and available community resources
- Prepare case documentation such as incident reports, witness statements, subpoenas, and other legal documents
- Support victims with emotional support
- Provide referrals to shelters, counseling services, individual therapists, support groups, or other resources for victims of abuse.
- Help victims obtain protection orders against abusers, including counseling them on safety planning and how to prepare for court hearings.
- Assist with crime victims' compensation forms.
- Conduct group support sessions.
- Educate the community about domestic violence issues by speaking at schools, businesses, churches, and other community organizations.
- Conduct follow up with clients and document in advocacy software reporting system.

Crisis Support Advocate Qualifications / Skills:

- Demonstrated leadership and management skills.
- Motivational interviewing techniques
- Ability to multi-task/flexible

- Takes initiative.
- Works independently.
- Creative problem-solving skills
- Organized
- Collaborative

Education, Experience, and Licensing Requirements

- An associate degree in non-profit, social work, human services, or psychology.
- 5 or more years of non-profit management experience in an operational environment
- Must have excellent organizational skills, computer skills, attention to detail, and problem-solving skills.
- Must be able to walk up and down stairs throughout the workday.
- Must have completed training in the Dynamics of Domestic Violence and Sexual Abuse 101; Understanding Trauma & Sexual Assault or agree to complete within 3 months of hire if there is no former training.
- Excellent written and oral communications skills; including the ability to meet and interact with board, staff, volunteers, the public, and other external contacts.
- Background check completed.
- Salary commensurate with experience.

If interested contact 314-269-0100 or send resume and salary history to info@jadasa.org.