



## **JOB DESCRIPTION**

### **Domestic Abuse Response Team (DART) Advocate**

**Position Summary:** Full-time position at Laurel House, a domestic violence agency, to provide immediate crisis and safety response, as well as case management, to victims of domestic violence when contacted by law enforcement and/or medical professionals and to assist in coordinating community response efforts.

#### **Reporting & Supervisory Relationships:**

Reports to: Domestic Abuse Response Team Manager  
Benefits: As outlined in Personnel Manual for Full Time Benefits  
Status: Non-exempt, Full time, Hourly. The times of day and hours may vary.  
Supervises: None

#### **RESPONSIBILITIES:**

1. Provide immediate crisis and safety counseling to victims (directly, and/or through the use of volunteers) of domestic violence when contacted by Montgomery County police departments, medical personnel, and other agencies.
2. Provide case management, as needed, to victims referred to the program
3. Accompany survivors to obtain Protection From Abuse Orders, preliminary hearings, and other hearings as appropriate
4. Follow up with survivors referred by police departments, medical personnel, and other agencies and provide victims with referrals, information, services and/or support as needed
5. In coordination with the DART Manager & Director of Community Outreach provide systems advocacy to police departments, the Montgomery County District Attorney's office, District Judges, medical personnel and other victim service agencies
6. Maintain communication between assigned hospitals, police departments and legal systems on behalf of victims of domestic violence
7. Assist survivors with completion of Victim Impact Statements and Victim Compensation forms
8. Assist in providing on-going outreach to police departments and medical facilities
9. Assist in ensuring that the DART program is represented at community events such as health fairs, informational "tablings", and so on as needed
10. Keep statistical information and ensure accurate recordkeeping
11. Respond to emails and phone calls in a timely manner
12. Attend and participate in DART meetings as scheduled
13. When requested by Director of Community Outreach and/or DART Manager, assist with trainings for staff, volunteers, law enforcement and/or medical personnel
14. Aid in hotline coverage, including being "on-call" evenings, weekend or holidays as needed

15. Other duties as assigned

**JOB REQUIREMENTS:**

- Bachelor's Degree
- Bilingual capability preferred (English/Spanish)
- Understanding of domestic abuse and related issues
- Ability to function independently and in a team environment
- Demonstrated ability to maintain confidentiality
- Ability to deal well in crisis situations
- Flexibility
- Strong communication skills
- Proficient in Microsoft Office
- Understanding of the civil and criminal justice systems, especially as related to crisis response
- Highly organized and detail oriented
- Travel involved; Valid PA Driver's License; auto insurance; consistent use of a vehicle for field work; reimbursement for mileage provided by agency.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

1. Work is performed in a variety of locations: office; courthouse; police stations; hospitals/medical facilities; homes; community gathering places
2. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, bend, lift, use hands to finger, handle or feel and reach with hands and arms. The employee must frequently lift and/or move up to thirty (30) pounds and may occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required of this job include close vision, distant vision, color vision, and peripheral vision.
3. Must be willing and able to work a flexible schedule, including being "on-call" on some evenings/nights/weekends/holidays.