



Position Description

Position: Domestic Abuse Response Team (DART) Advocate
Status: Full-time
Reports to: Director of Community Relations FLSA/EEO Class: Non-exempt/3
Location: 180 Supervisory Responsibility: None

Position Summary

This position provides 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.

Essential Duties and Responsibilities

- ❖ 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.
- ❖ Provide case management, as needed, to victims referred to the program
- ❖ Accompany victims to obtain Protection from Abuse Orders, preliminary hearings, and other hearings as appropriate
- ❖ Follow-up with victims referred by police departments, medical personnel and other agencies and provide victims with referrals, information, services and/or support as needed
- ❖ In coordination with the Director of Community Outreach and/or DART Manager, provide systems advocacy to police departments, the Montgomery County District Attorney's office, District Judges, medical personnel and other victim service agencies
- ❖ Maintain communication between assigned hospitals, police departments and legal systems on behalf of victims of domestic violence
- ❖ Assist victims with completion of Victim Impact Statements and Victim Compensation forms
- ❖ Assist in providing on-going outreach to police departments and medical facilities
- ❖ Assist in ensuring that the DART program is represented at community events such as health fairs, informational "tablings", and so on as needed
- ❖ Keep statistical information and ensure accurate recordkeeping
- ❖ Respond to emails and phone calls in a timely manner
- ❖ Attend and participate in DART meetings as scheduled
- ❖ When requested by Director of Community Outreach and/or DART Manager, assist with trainings for staff, volunteers, law enforcement and/or medical personnel
- ❖ Other duties as assigned

Qualifications

Updated 03/2022

- ❖ Proven track record of working with victims of domestic violence, their family, and the community preferred.
 - ❖ Ability to work with diverse populations and be sensitive to the needs of victims of domestic violence
 - ❖ Understanding of the civil and criminal justice systems, especially as related to crisis response
 - ❖ Excellent interpersonal skills, verbal and written communication skills
 - ❖ Bilingual capability desirable (English/Spanish and/or ASL preferred)
 - ❖ Proficient in Microsoft Office
 - ❖ Organized and detail-oriented in all work
 - ❖ Bachelor's degree in a relevant field preferred
 - ❖ Ability to function independently and in a team environment
 - ❖ Ability to maintain confidentiality
 - ❖ Ability to respond appropriately in crisis situations
 - ❖ Strong organizational skills
 - ❖ Ability to work flexible hours and adapt to change as needed
 - ❖ Highly motivated with a passion for the mission of Laurel House
 - ❖ Valid Driver's license and auto insurance
 - ❖ Ability to travel
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