



Position Description

Position:	Medical Advocate	Status:	Full-time (40 hours)
Reports to:	Medical Advocacy Coordinator	FLSA/EEO Class:	Non-Exempt/2
Location:	180-Administrative Office	Supervisory Responsibility:	None

Position Summary

This position is responsible for developing and delivering trainings about domestic violence, Domestic Violence screening tools, resources, and other Domestic Violence related topics. Under the Medical Advocacy Program, this position will focus on outreach and connections with substance abuse programs/facilities, behavioral health facilities, and other allied health care professionals as needed. The person in this position must be able to work a varied schedule including on-call coverage nights and weekends as needed.

Essential Duties and Responsibilities

- ❖ In coordination with the Medical Advocacy Coordinator, serve as a representative for Laurel House in coordinating contacts with hospitals, substance abuse facilities, mental health facilities, and medical facilities in Montgomery County.
- ❖ In coordination with the Medical Advocacy Coordinator, Develop and deliver domestic violence related trainings focused on substance abuse facilities, behavioral health facilities, and other allied health professionals in Montgomery County.
- ❖ Provide and/or ensure on-site appropriate response when called by a patient or staff person at a medical facility; assist with on-site response to other crisis response calls as appropriate.
- ❖ Represent Laurel House for PCADV activities related to medical advocacy.
- ❖ Represent Laurel House on community committees and events as requested to, and/or as approved to by the Medical Advocacy Coordinator.
- ❖ In coordination with the Medical Advocacy Coordinator, submit monthly statistics reporting and information for yearly funding applications in a timely fashion.
- ❖ Participate in agency staff meetings and other activities as appropriate and/or as required.
- ❖ In coordination with the Medical Advocacy Coordinator, train staff members and/or volunteers who are responsible for providing direct services to domestic violence survivors about behavioral health, substance abuse issues and resources surrounding DV.
- ❖ Serve as a resource for other staff in the areas of Behavioral Health and Substance Abuse Disorder; assist other staff in connecting with treatment providers as needed.
- ❖ In coordination with the Medical Advocacy Coordinator, research and create presentations related to medical trauma, behavioral health, substance abuse disorders, and domestic violence.
- ❖ Other duties as assigned by supervisor.

Qualifications

- Demonstrated ability to work effectively with coalitions and committees
- Demonstrated skills in effectively developing training materials, delivering training curriculum and public speaking
- Demonstrated ability to work independently
- Ability to work with diverse populations and be sensitive to the needs of victims of domestic violence
- Ability to work with individuals of diverse cultural backgrounds and beliefs
- Excellent interpersonal skills, verbal and written communication skills
- Ability to represent Laurel House in a professional manner in the community
- Ability to respond effectively in crisis situations
- Bachelor’s degree in related field, or equivalent experience. Experience in training health care providers about social services preferred
- Proficient in Microsoft Office Suite • Highly motivated with a passion for the mission of Laurel House
- Valid Driver’s License and auto insurance and use of working vehicle
- Ability to travel regionally

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Print Name

Date

Signature

Manager Signature

Laurel House
Job Analysis/ Physical Activities Checklist
Medical Advocate

Physical Activities <i>Check all that apply</i>	Frequency <i>(N)Never, (R) Rarely;, (O)Occasionally, ((F)Frequently or C)Constantly</i>
Ascending or descending ladders, stairs, ramps and the like.	R
Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.	O
Remaining in a stationary position, often standing or sitting for prolonged periods.	F
Moving about to accomplish tasks or moving from one worksite to another.	F
Communicating with others to exchange information.	C
Repeating motions that may include the wrists, hands and/or fingers.	F
Operating machinery and/or power tools.	N
Operating motor vehicles or heavy equipment.	N
Assessing the accuracy, neatness and thoroughness of the work assigned.	C

Environmental Conditions <i>Check all that apply</i>	Frequency <i>(N)Never, (F)Frequently, (O)Occasionally or {R} Rarely; (C)Constantly</i>
Low temperatures.	
High temperatures.	
Outdoor elements such as precipitation and wind.	
Noisy environments.	
Hazardous conditions.	
Poor ventilation.	
Small and/or enclosed spaces.	
No adverse environmental conditions expected.	X

Physical Demands <i>Check only one</i>	Check One
Sedentary work that primarily involves sitting/standing.	
Light work that includes moving objects up to 20 pounds.	X
Medium work that includes moving objects up to 40 pounds.	
Heavy work that includes moving objects up to 50 pounds or more.	