



JOB DESCRIPTION

JOB TITLE: Hawthorne Advocate	
Job Family: Direct Service Staff	Supervisor: Director of Housing & Case Management
Classification: Full-Time; Non-Exempt; Hourly	On-Call Responsibilities: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Expected Schedule/Hours of Work: 40 Hours per Week Monday – Friday business hours with some evenings and weekends required	
Title(s) of Immediate Subordinates: N/A	Total Number of Employees Supervised: Directly: 0 Indirectly: 0

POSITION SUMMARY:

The Hawthorne Advocate is responsible for providing in-person support, advocacy, resource/referral, and case management services to adult survivors of domestic violence who reside at Hawthorne Place Apartments. The Hawthorne Advocate also provides on-call coverage on a rotating basis.

ESSENTIAL FUNCTIONS:

- Initiate engagement with survivors at the Hawthorne housing complex. Active outreach efforts may include but are not limited to maintaining a presence on-site at Hawthorne, facilitating walk-about/rounds with community partners, re-visiting survivors in their homes, participating in community resource fairs, regular follow-up contact with survivors, etc.
- Provide for the immediate emotional, psychological, and physical health and safety needs of survivors, including crisis intervention, safety planning, lethality assessment, domestic violence education, and assistance with filing orders of protection.
- Provide personal advocacy and emotional support by helping survivors manage practical problems caused by experiencing domestic violence, finding resources, providing meaningful referrals, and offering follow-up support.
- Provide on-going case management and support to clients through meetings and regular contact to focus on client-identified goals, as needed.
- Provide survivors with information, support, and assistance in various systems such as family court, Children’s Division, criminal/civil justice systems, etc.
- Work collaboratively with the Hawthorne Therapist to provide domestic violence group services and to grow client engagement in group services.
- Create and maintain relationships with community partners, including regular face-to-face interactions.
- Develop and facilitate public awareness activities that are designed to inform survivors of domestic violence of their rights, services available to them, and to provide them with assistance.



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- Engage in activities that support a coordinated and comprehensive response to survivors of domestic violence and their needs, such as participation on task forces, work groups, and committees that work to develop services and protocols for survivors.
- Maintain on-going communication and collaboration with Hawthorne Place Apartments and the COMBAT Strivin' work group.
- Participate in continuous quality improvement activities such as maintaining QA standards and ensuring accurate and timely data entry and reporting.
- Provide on-call assistance on a rotating basis by responding to call-outs at local hospitals and/or police departments.
- Follow all Hope House service philosophies, policies, and procedures.
- Perform other duties as requested.

IMPORTANT COMPETENCIES (Knowledge, Skills, and Abilities)

- Speak effectively in a group setting.
- Demonstrate strong engagement and relationship-building skills with survivors and community partners.
- Maintain appropriate boundaries when working with clients, agency personnel, and community partners.
- Maintain confidentiality, neutrality, and professionalism in the role.
- Multi-task and work in a fast paced environment.
- Work effectively with persons who have diverse styles, abilities, motivations, and backgrounds.
- Demonstrate basic computer and digital literacy skills.
- Demonstrate strong organizational skills and follow through.
- Demonstrate general knowledge of the dynamics and causes of domestic violence and a commitment to end domestic violence as a social problem.
- Adapt to change productively and handle other tasks as assigned.
- Arrive to work promptly and regularly.
- Concentrate and perform accurately.
- Work a variety of schedules, depending upon the needs of the program.
- Demonstrate strong written and oral communication skills.

Post offer, pre-employment screening requires successful completion of a Children's Division screening and criminal background check; and valid driver's license, current motor vehicle insurance, and acceptable motor vehicle record report.

WORK ENVIRONMENT and PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, climb, hear, and reach with hands and arms. The employee may occasionally lift and or move objects weighing up to 25 pounds.



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Specific vision abilities required by this job include close, distance, color, peripheral, depth perception, and ability to focus.

TRAVEL REQUIREMENTS

This position may be required to travel throughout the Kansas City metropolitan area and between Hope House locations. This position will be required to travel to Hawthorne Place Apartments. Periodically, this position may be asked to transport clients in their own vehicle or in the company vehicle with a valid driver's license.

EDUCATION AND EXPERIENCE:

MINIMUM QUALIFICATIONS:

- A bachelor's degree in social work or comparable human services field or appropriate training and/or experience.

PREFERRED QUALIFICATIONS:

- Bilingual in English and Spanish.
- Prior experience working with survivors of domestic violence.
- Knowledge of local community resources.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

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