

**FULL-TIME BENEFITS:** Vacation, Sick leave, Holiday, Mileage-44 cents/mile, paid training, United Health Insurance, MetLife Dental/Basic Life Insurance/Supplemental, Avesis Vision, Colonial

**La Casa de Paz-Casa Grande**

**Salary/Wage:** \$33,638.00/annually \$16.17/hourly

1. **Full-time: Wednesday-Sunday (3:00 p.m. - 11:00 p.m.)**

2. **Full-time: Tuesday-Saturday (11:00 p.m. - 7:00 a.m.)**

**La Casa de Paz-Maricopa**

**Salary/Wage:** \$33,638.00/annually \$16.17/hourly

1. **Full-time: Wednesday-Sunday (3:00 p.m. - 11:00 p.m.)**

**2. Part-time: Friday and Saturday (11:00 p.m. - 7:00 a.m.)**

**PRIMARY FUNCTION:**

The Domestic Violence Advocate will work with the goal of creating and building a community free of violence. The Domestic Violence Advocate shall provide quality crisis intervention and support services for survivors of domestic violence during an overnight shift. The Domestic Violence Advocate will also provide data entry of client services into a database. Against Abuse, Inc. and the Domestic Violence Advocate will provide all victims with services regardless of the victim's mental health, disability, age, race, relationship status, etc.

**QUALIFICATIONS:**

The Domestic Violence Advocate will be at least 21 years of age and have a high school diploma or its equivalent. Experience in a residential program with emphasis on crisis intervention is preferred. Experience in data entry is a plus. The Domestic Violence Advocate must possess a valid Arizona driver license and current auto insurance.

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Ensure confidentiality of all service participants
2. Provide individual and family advocacy, education, and crisis counseling as needed
3. Provide resources and referrals
4. Communicate effectively during crisis situations in person or through the crisis line
5. Must be able to provide conflict resolution
6. Complete appropriate forms for member service documentation
7. Provide appropriate safety plans
8. General overnight supervision of TLP residence to ensure resident safety
9. Compile, sort and verify the accuracy of data before it is entered
10. Close and open case files
11. Store completed documents in appropriate locations
12. Must be able to make quick and effective decisions
13. Must be able to learn software programs with frequent updates
14. Attend mandatory staff meetings and trainings
15. Must be able to lift 20-50 pounds and remain awake for the duration of the shift
16. Must be able to be respectful and work positively with others
17. Complete other duties as may be assigned.