

# **Turning Points Network**

## **Job Description~ Newport Direct Services Advocate Part Time Non-Exempt 102917**

### **REQUIREMENTS**

- Fairly well informed about the issues of domestic violence, sexual assault, oppression and empowerment
- Relevant experience
- Familiarity with service delivery system
- Willingness to work flexible hours
- Valid driver's license, reliable transportation and automobile insurance
- Home telephone
- Ability to lift up to 20 lbs.

### **Essential Functions**

- Utilizing TPN's empowerment, trauma informed model, provide crisis intervention and support services to survivors of domestic, sexual and stalking violence and their children and to families in transition including individual peer support counseling; group facilitation; social service, legal, medical, law enforcement, and court advocacy; personal advocacy; transportation; shelter and safe home placement; safety planning; and, referrals and follow-up.
- Develop, establish, and maintain collaborative working relationships with community providers including police, courts, attorneys, clergy, and medical, mental health and social service providers. Develop annual outreach plan with Supervisor
- Attend Staff meetings, In-Service trainings and Direct Services Component meetings
- Participate in the Volunteer Advocate Program
- Participate in a minimum of six hours of continuing education annually
- Build strong healthy professional relationships with co-workers founded on ethical communication
- Provide the management and upkeep of the Newport office
- Participate in agency fundraising
- Other related duties as directed
- Seek supervision and guidance from the Direct Services Coordinator as needed.