**THE WILLOW DOMESTIC VIOLENCE CENTER**

*“Restoring the Health and Safety of Victims of Family and Domestic Violence”*

**Foster Transition Program Advocate**

***POSITION RESPONSIBILITIES***

A Willow Domestic Violence Center full-time position focused on providing direct service, coordinating support groups, managing referrals, and assisting with the development of the program for individuals aging out of the foster care system in conjunction with the Victims of Crime Act grant. All services will be delivered in a positive environment focused on participant empowerment, collaboration, and communication.

**FLSA CLASSIFICATION: Full Time Non-Exempt (Hourly)**

**Reports to Director of Survivor Access**

**ESSENTIAL FUNCTIONS:**

**Policy and Program Development 60%**

1. Coordinate and deliver age appropriate services to individuals aging out of the foster care system; including, but not limited to, self-sufficiency planning, career development activities, safety planning and lethality assessment, DV/HT services and coordination of program courses, financial literacy, healthy relationships, positive parenting, and community resource referrals. Complete and maintain all program related documents including: referral and evaluation tools, as well as overall program evaluation and quality assurance measures.
2. Complete and maintain all program-related documentation, files, and logs in compliance with grant requirements.
3. Participate in grant project monitoring, evaluation and determining of results by monitoring program participant goal progress, and overall program functionality.
4. Deliver engagement services to community partners and potential referrals, as needed.

**TEAMWORK & COMMUNICATION 30%**

1. Collaborate with team members to ensure a positive cultural environment in which communication, teamwork, empowerment, and program integrity are assured.
2. Provide direct and appropriate communication to fellow staff and community partners to ensure program participant needs are met in a timely manner.
3. Develop and maintain respectful relationships with appropriate community partners.
4. Assist with additional direct service, as needed.

**EDUCATION & EMPOWERMENT 10%**

1. Submit proposals and documentation to supervisor by deadlines and upon request.
2. Deliver services in a culture and environment of survivor and personal empowerment.
3. Deliver services in a manner respectful of cultural competency and compliant with ADA standards.

**QUALIFICATIONS, SKILLS and ABILITIES:**

• Bachelor’s degree in Social Services, public administration, or related field or equivalent experience.

• Minimum one year experience in human services and/or not-for-profit organization.

• Knowledge of and sensitivity to domestic violence/human trafficking issues and trends preferred.

• Knowledge of service area resources preferred.

• Knowledge of computer programs to include Word, Excel, and Google Apps.

• Experience working with diverse people and groups.

• Experience maintaining personal/professional boundaries.

• Excellent oral, written, and interpersonal communication skills.

• Strong organizational, analytical, and problem-solving skills; ability to handle multiple priorities.

• Manage and resolve conflict between stakeholders.

• Manage stress constructively.

• Experience working with at risk youth.

• Possess valid Kansas driver’s license, access to reliable transportation, & proof of current liability insurance.

**PHYSICAL DEMANDS:**

• Convey detailed and/or important instructions or ideas accurately, audibly, and quickly.

• Hear average or normal conversations and receive ordinary information.

• Manual dexterity and able to use wrists, hands and/or fingers in repetitive motion.

• Prepare and/or inspect documents and communications on computer or on paper.

• Sitting for extended periods of time.

• Bending, lifting, and carrying up to 40 pounds (donations/commodities).

• Lifting from floor or from inside car, inside truck, or from trunk.

• Lifting children (infant, toddler, preschool) in to car-seats when required.

• Moving up and down stairs in shelter facility.

The job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. An individual seeking an accommodation should contact the Executive Director. However, no accommodations will be made that may pose serious health or safety risks to the employee or others or that impose undue hardships on the organization.

Wages are determined by the scope of the position and the experience of the incumbent. Information on wages and any available benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.

Job descriptions are not intended to be and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law. As stated in The Willow’s Personnel Policies–“All newly hired staff will be on probationary status during first 6 months of employment or until the initial evaluation is completed and permanent status is recommended.”

I, the Foster Transition Program Advocate, am responsible for actively working toward and documenting all grant objectives associated with this position. Many of those responsibilities are outlined in the above ”Essential Functions,” but I understand that my supervisor will review the specific grant goals tied to this position’s funding, as well as the position’s specific Outcomes and Expectations (individual documents) as a part of on-going employment process.

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Employee (Print Name) Employee Signature Date

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Supervisor (Print Name) Supervisor Signature Date