

Domestic Violence Liaison Court Advocate - DSS & DV / the NET

Position is contract through the Steuben County Department of Social Services. Determines appropriate referrals and resources, determines whether domestic violence interferes with an individual's ability to comply with program requirements and makes recommendations regarding waivers. Ensures effective flow of communication between the NET Program and Department of Social Services. Accompanies victim as an advocate to court appearances Completion of Office of Temporary and Disability Assistance approved training for DV&C Liaison.

Direct Supervisor: BILT Coordinator at DSS
Arbor Housing and Development Director of DV/Net Shelter

Education/Qualifications:

Bachelor's degree (B. A.) or equivalent from a four-year college preferred.

Ability to read, analyze and interpret general reference periodicals, professional journals, technical procedures or government regulations.

Proficiency when called to write routine reports, correspondence and procedure manuals.

Effectively present information and respond to questions from groups of department heads, managers, customers and court personnel.

Discernible judgment when interpreting and adapting guidelines such as company policies regulations, written precedents and work directions for practical application with regard to specific case or challenges.

Basic computer software knowledge (i.e. word processing, excel spreadsheet, Microsoft Outlook).

Experience working with families in crisis.

Valid driver's license and reliable mode of transportation during work schedule.

Key Job Functions:

- Assess the credibility of victim's assertion of domestic violence based upon information and corroborating evidence; gather facts with regard to the extent the DV presents a barrier to meeting public assistance requirements.
- Develop a Service Plan with scheduled follow up in six (6) months.
- Determine need for waivers when compliance with public assistance requirements could potentially place the victim and/or the victim's children at greater risk of danger, then make recommendation for granting waivers based on that determination.
- Perform periodic reassessments of a victim's DV circumstance, based on reassessment; modify, terminate or extend waiver(s).
- Populate and maintain confidential waiver information in WMS for tracking and reporting purposes.
- Establish a process for informing appropriate TA staff of final waiver determinations.
- Arrange schedule to accompany victim(s) and/or victim's children to court.
- Accompany victim and/or victim's children to court as an advocate and ally.
- Continually assess the safety of victim and/or victim's children to appraise services needed including but not limited to resources needed to implement emergency safety planning in the event of a crisis situation.
- Organize activities with other DSS Case Managers, examiners and DV service provider when applicable.
- Develop and maintain a list of available DV services, foster relationships with the providers of the service including but not limited to; DV service providers, the NET staff, key court personnel and Domestic Abuse Review Team (DART).

Key Job Functions:

- Educate referred victims and/or victim's children about Domestic Violence, the options available to afford them protection, services and other support systems including their rights and responsibilities with respect to waivers and the requirements to participate in public assistance program(s).
- Attend and participate in meeting required by AH&D and DSS, including but not limited to biweekly DV/NET staff meetings, DSS team and committee meetings, DART meetings and quarterly meeting for both agencies.
- Inspires and motivates others to perform well; provides positive feedback and coaching.
- Adheres to Work Schedule/Attendance and Punctuality as stipulated in Personnel Policy Manual.
- Provide monthly statistical data to the BILT Coordinator.
- Assures compliance with all regulatory / contract requirements and quality of programs; follows agency policies and procedures.
- Completes administrative tasks as directed to include, but not limited to: timesheets, vouchers, time off requests, reports, scheduling, and evaluations.

Physical Demands / Environment

- Continuous mental and visual attention required
- Otherwise sits, stands, walks, reaches with hands and arms, climb or balance
- Typically stoops, kneels, bends, crouch or crawls, smells
- Frequently lift and/or move up to 10 pounds.
- Office located within the BILT department in the Steuben County DSS Building

Critical features of this job are described above. They may be subject to change at any time due to reasonable accommodation or other reasons. Management reserves the right to assign or reassign duties and responsibilities to this job at any time