



**POSITION ANNOUNCEMENT**  
**Adult Victim Advocate – Part Time**  
**January 24, 2018**

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking a **Part-Time Adult Victim Advocate (20 hours per week)** to provide comprehensive services to victims of violent and/or intrusive crimes and their families.

**Responsibilities:**

1. Reduces stress and trauma for victims by providing crisis intervention and advocacy services to clients, coordinating cases with law enforcement and the court system, referring clients to community resources, providing crisis line services, assisting with group services and accompanying clients to medical, legal or judicial procedures.
2. Documents services by writing progress reports and completing other documentation as required by agency, accreditation and ethical standards.
3. Educates the community about family violence, sexual assault and other crimes by training and providing community education programs as needed.
4. Maintains harmonious working environment by participation in team and staff meetings, consulting with staff regarding topic areas, respecting cultural and lifestyle differences and by providing support and encouragement to other staff members.
5. Assists agency in overall service delivery by performing other administrative duties as delegated or required.
6. Expected to be available for rotating on call for sexual assaults and after hour's events.

**Qualifications:**

1. The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
2. Ability to work in partnership with other team members.
3. Ability to forge a mutually respectful partnership with persons served and their families in which they are helped to gain the skills and confidence to address any issues and problems they face.
4. Conviction about the capacity of people to grow and change.
5. Ability to set limits and maintain the helping role of the practitioner and to intervene appropriately to meet the needs of the persons served or other family members.
6. Valid driver's license, clean driving record and the ability to operate a motor vehicle.
7. Ability to sit, stand, walk, lift light objects as needed, move about the office or otherwise perform the physical tasks required to perform the duties listed above.
8. Experience working with domestic violence and sexual assault.
9. Minimum of Bachelors in human services or related field

**Send resume and letter to:**

Human Resources  
Family Service of the Piedmont  
902 Bonner Drive  
Jamestown, NC 27282

**FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER**