

# Violence Intervention Advocate (Legal)



## Job Description

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**Supervised by:** Crisis Intervention Coordinator

**Minimum Qualifications:** A Bachelor's degree in Social Work or master's degree in Social Work. A social work license in the state of North Dakota is preferred. A Bachelor's degree within the human services field will also be considered.

**Salary and Benefits:** Salary range is \$33,509-\$50,253 depending on education and experience. You'll receive employer-funded training to become a certified domestic violence advocate; have the opportunity to attend national trainings; a generous vacation and sick leave package; 10.5 paid holidays; health, dental, vision, and life insurance; 401k with employer match; and potential eligibility for federal student loan repayment.

**Classification:** Exempt

### Responsibilities:

#### 1. Crisis Intervention

Assess abuse and sexual assault situations reported to the agency and make appropriate decisions regarding intervention to enhance the safety of the victim and minors.

Be available to perform assigned duties as scheduled, including back up coverage for 24 hour On-Call and shelter shifts.

#### 2. Individual Support and Advocacy

Demonstrate professional listening skills while assisting clients in identifying options, establishing goals, and developing coping skills.

Provide victims with accurate information about the criminal justice system, court procedures, protective orders, and law enforcement procedures.

Accompany victims to legal proceedings and/or medical examinations and provide appropriate support.

Organize and lead support groups as needed for victims of domestic abuse and sexual assault.

#### 3. Advocacy with Protective Orders

Conduct the majority of temporary protective order applications with clients, provide safety planning, and assess the need for civil legal representation. Provide advocacy services at permanent protective order hearings.

4. **Referrals**

Be familiar with the other related agencies and services and provide clients with appropriate referral information.

5. **Record Keeping**

Maintain accurate, complete and timely records of all contacts with clients and other agencies, according to established procedures.

6. **Public Education**

Provide presentations and education to the public and area professionals about topics relevant to the position, including CVIC's Break the Silence Tours.

7. **Participate on agency and community committees as assigned.**

8. **Assist with agency fundraisers and contribute to CVIC's culture of philanthropy.**

9. **Other duties as assigned**

**Required Application Materials include CVIC employment application, cover letter and resume. Submission of Affirmative Action report is voluntary.**

To complete an employment application, please visit <http://cviconline.org/about-us/careers-internships-volunteering/> and click the employment application link. Email completed application, cover letter, resume, and the affirmative action report to Kristina S. at [kristinas@cviconline.org](mailto:kristinas@cviconline.org).

Please contact Kristina S. at 701.746.0405 with any questions.

**Deadline to apply:** Friday, November 22, 2019 or until filled.