

## Job Description

### DEAF IGNITE MOBILE ADVOCATE

#### JOB SUMMARY

---

The Deaf IGNITE Mobile Advocate is a key member of the Deaf IGNITE Program within the Willow Domestic Violence Center and is responsible for counseling and advocating for clients who identify as Deaf, DeafBlind, DeafDisabled, hard of hearing, late deafened, CODA, interpreters and other members of the Deaf community who experience domestic violence and/or sexual assault. The Deaf IGNITE Mobile Advocate provides crisis counseling, advocacy and support to clients using a solution focused approach through a trauma informed lens. The ideal candidate is client centered and will have experience in advocacy, case management, counseling, crisis management, community resources and excellent communication skills.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

---

- ✔ Meet clients off site in a safe, agreed-upon location to provide support and counseling throughout the community.
- ✔ Provide support, crisis intervention, safety planning, counseling, domestic violence education, advocacy and court accompaniment to survivors of domestic violence, sexual assault, dating violence and stalking going through proceedings in Domestic Violence Intensive Intervention Court, Integrated Domestic Violence Court and City Court.
- ✔ Assess victims' needs, provide referrals and facilitate connections with Willow residential and non-residential programs as well as other community support services.
- ✔ Create and maintain collaborations with other service providers to broaden access to DV services.
- ✔ Work in collaboration with other Willow programs & services to ensure consistent program coverage and service delivery.
- ✔ Maintain confidentiality and complete all job functions in an ethically and culturally competent manner.
- ✔ Facilitates intake process for new referrals for community support.
- ✔ Complete necessary monthly statistical and program reports as required.
- ✔ Provides timely documentation for client files and program statistics.
- ✔ Responds to referrals from community partners for individuals needing DV services; including but not limited to HEAL, CPS, PIC, the URMC and RRH network.
- ✔ Provide trauma-informed education materials and training on dating and domestic violence prevention.
- ✔ Support Program Coordinator and Case Manager in the script-writing, filming, editing and/or implement captioning educational videos and program announcements in ASL as needed.
- ✔ Raise awareness on the Deaf IGNITE program and Willow services.
- ✔ Serve as a representative of Deaf IGNITE by attending meetings, tabling and public speaking.

#### DOCUMENTATION & REPORTING

- ✔ Submit all appropriate documentation to funding agencies in adherence with their guidelines.
- ✔ Using agency software, complete timely and accurate documentation of all services provided to clients and their families.

#### OTHER DUTIES AS ASSIGNED

---

- ✔ Participates in all agency meetings and debriefings
- ✔ Provide client transportation to and from appointments as needed.
- ✔ Attend and participate in pertinent agency and community meetings and training.
- ✔ Attend and participate in agency events, including but not limited to Walk with Willow
- ✔ Any other duties as may be assigned.

#### QUALIFICATIONS

---

- ✔ Bachelor's Degree in Social Work or related field is preferred with a minimum of one-year experience and successful experience working with families in crisis; or an equivalent combination of education and experience.
  - ✔ Bilingual in ASL/English required.
-

- ✔ Immersed in Deaf culture.
- ✔ Excellent communication and computer skills (Microsoft Office suite).
- ✔ Position requires the ability to work well with a variety of systems, as well as maintaining discretion and confidentiality.
- ✔ Adaptable and flexible. Availability to work weekends and evenings as needed.
- ✔ New York State Driver's License not in jeopardy of being revoked and have a reliable vehicle.

## ADDITIONAL INFORMATION

---

- ✔ Department: Deaf IGNITE Program
- ✔ Location: Mobile
- ✔ Reports to: Manager of Deaf IGNITE Program
- ✔ Hours/Status: Full-time/Non-Exempt
- ✔ Pay Range: \$20.00 per hour

*Must be able to work evenings and weekends when necessary.*

## HOW TO APPLY

---

Submit cover letter and resume by mail, email:

◦Mail: P.O. Box 39601, Rochester, NY 14604      ◦Email: [HR@willowcenterny.org](mailto:HR@willowcenterny.org)

Be sure to indicate which position you are applying for in the subject line.

No phone calls please.

***We offer a generous benefits package including health and dental insurance, paid time off, and a 401k retirement plan.***

*Willow Domestic Violence Center is an Equal Opportunity Employer*

Willow Domestic Violence Center is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. Willow Domestic Violence Center will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.