

Aid to Victims of Domestic Abuse, Inc.

JOB TITLE: Outreach Advocacy Manager
DEPARTMENT: Program Services – Outreach
CLASSIFICATION: Full-time, nonexempt, hourly, “at-will”
REPORTS TO: Chief Program Officer

JOB SUMMARY:

The Outreach Advocacy Manager is responsible for the management of outreach advocacy services and community engagement efforts regarding direct services.

Work Schedule: 40 hours per week as scheduled by your supervisor; flexibility is needed to meet the needs of the programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Read and abide by the rules, policies and standards set forth in the Employee Personnel Policy Manual.
- Assure programs are running efficiently and quality services are being provided in accordance with program guidelines and agency policies.
- Oversee outreach advocacy programs to ensure consistent standards exist for quality service delivery to participants and the community.
- Perform quality assurance reviews of files, database, and performance measures.
- Responsible for compiling statistics, preparing reports for funders and agency, and compliance with grant required program outcomes.
- Assist with researching, writing, and preparation of grant applications.
- Provide crisis intervention, safety planning, supportive counseling, advocacy, and referrals.
- Provide professional/community training; participate in community events and meetings.
- Able to work in different environments and utilize effective time management skills.
- Maintain accurate program records, financial documentation, and grant required statistics.
- Supervises Victim Advocates, DVCW Advocate, and DVCCR Coordinator.
- Promote an organizational culture that embraces workplace values of respect, caring, support, effective communication, teamwork, collaboration, accountability, and responsibility; and work with staff to create and maintain a workplace environment reflective of those values.

POSITION REQUIREMENTS:

- Bachelor’s degree in social work, sociology or related field and a minimum of one-year relevant experience in victim advocacy, outreach programming, and public speaking or a minimum of three years in relevant experience in victim advocacy, outreach programming, and public speaking.
- DCF Domestic Violence Program Core Competency and privilege status obtained within first 90 days.
- Meet required training hours annually to maintain privilege status.
- Excellent verbal and written communication skills; exceptional customer service skills.
- Reliable transportation, and if that is a personal vehicle, a valid driver’s license, and clean driving record for insurability.
- Intermediate use of MS Excel, Word, Outlook, and client database software.
- Fluent in reading, writing, speaking English and Spanish.

SPECIAL REQUIREMENTS AND PHYSICAL DEMANDS:

- Ability to exert physical effort which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds), bending, stooping, stretching, squatting, sitting, including movement up and down stairs.
- Regular travel required in the Palm Beach County area.

To Apply: Email your resume and cover letter to recruiting@avda-fl.com. Indicate the position you are applying for in your cover letter as well as the language(s) you are fluent in. Please contact Human Resources at this email address in advance if you require an accommodation to participate in the employment process.

EOE/DFWP/E-VERIFY