

# SUSANNA WESLEY

## FAMILY LEARNING CENTER

### **JOB DESCRIPTION: TEEN ADVOCATE**

### **PROVIDERS NATURE OF WORK:**

This position entails serving as a teen advocate for the victim service program. This job position will report directly to the Victim Service Director.

### **DUTIES AND RESPONSIBILITIES:**

- Provide domestic and sexual violence education and advocacy to high school students in Charleston and East Prairie.
- Develop a relationship of trust with each client, and ensure that the clients' needs are met to the fullest extent possible.
- Adhere to the confidentiality procedure for paperwork and for service activities.
- Fill out applications for ex-parte orders of protection.
- Assist with court advocacy and crisis intervention for teen and young adult victims.
- Transport clients to court, medical appointments, work, or other places as necessary.
- Provide support groups for teens and young adults.
- Ensure that client files are complete and compliant for funders and all appropriate data is entered in database.
- Coordinate with community partners on issues effecting teenage victim populations.
- Plan and coordinate events regarding major issues effecting the specific client population.
- Assist with coordination of victim services volunteers and other victim service programming as needed.
- Assist with all youth activities.

### **QUALIFICATIONS:**

Applicants must have a high school diploma or equivalent, bachelor's degree preferred. A familiarity and agreement to follow philosophy of the Missouri Coalition Against Domestic and Sexual Violence. Some personal experience working with women and children victims of domestic violence, sexual assault, and stalking. An ability to study and maintain attendance at a minimum of three workshops per year. Completion of a minimum of 40 hours of training conducted by the program coordinator according to MCADSV prior to the job assignment. Must have and maintain a valid driver's license.