



Probate Court SAFEPLAN Advocate Position Description

SAFEPLAN Advocates provide professional, empathetic services, maintain strict standards of confidentiality, and collaborate with MOVA, court personnel, the district attorney's office, and other partners. The SAFEPLAN Advocate provides 25 hours per week of comprehensive services to domestic violence victims who seek protection from abuse through the civil restraining order process at the Franklin County Probate Court. This position is supervised by the Program Manager.

SAFEPLAN Advocate Responsibilities:

1. Provide support, advocacy and assistance during the restraining order process at the Greenfield and Orange District Courts and the Franklin County Probate Court, including but not limited to filling out application forms, listening to victims and assessing their circumstances and immediate needs, accompanying victims in court, and developing safety plans.
2. Provide victims of domestic violence, stalking, and sexual violence with safety planning and education about the dynamics of domestic violence, stalking and sexual violence.
3. Provide referrals to assist clients with legal, law enforcement, medical and social service needs.
4. Advocate on behalf of victims with law enforcement officials, court personnel, attorneys, victim witness advocates, and other relevant personnel.
5. Enhance safety measures, ensuring that the victim is separated from the defendant during court proceedings.
6. Provide on-the-job training, support, and supervision to SAFEPLAN volunteers and relief staff.

Other Responsibilities:

1. Attend and complete the SAFEPLAN training and certification, as well as NELCWIT's domestic and sexual violence training.
2. Adhere to confidentiality policies, paperwork maintenance, SAFEPLAN Program Policies and Procedures Manual, collection and reporting of statistical data, and all other requests from MOVA and/or host program.
3. Maintain up-to-date case notes relative to all client and collateral contacts.
4. Complete statistical forms documenting service delivery, database entry, and other paperwork in a timely manner.
5. Attend NELCWIT staff meetings, individual supervision meetings, and in-service trainings

6. All other job responsibilities consistent with job description and designated by a supervisor.

Skills required:

- Computer literacy is required, including data entry programs for data collection.
- Knowledge of Franklin County and North Quabbin area and resources
- English/Spanish bilingual a plus. Bilingual employees will receive a \$1.00 per hour pay differential.
- Valid Driver's License and access to reliable transportation.

Qualifications:

- Rape Crisis Training, or ability to take 40-hour rape-crisis training. Training time is paid.
- Associate's degree in a relevant discipline and/or equivalent work/life experience.
- Comprehensive understanding of survivor trauma and the dynamics of domestic violence and sexual assault, dating violence, and stalking.
- Ability to model and uphold appropriate boundaries in work with clients, co-workers, supervisor, and the community, and to maintain confidentiality.
- Commitment to ending violence and promoting social change by actively fighting racism, classism, homophobia, ableism, ageism, and all other oppression.
- Willingness to learn about and actively use multicultural awareness and understanding in daily work.

Position Status: Union position with SEIU 509

Position Reports to the Program Manager

Hours of Employment: W-F, 25 hours per week; Occasional evening hours

Option for full-time employment (35 hours per week) available with additional role. If interested in a full-time position, please state that in your cover letter.

Start Date: Determined based on applicant availability

Pay Scale: \$23.88 per hour

Benefits for full-time 35 hours per week employees:

- Health Insurance Employer pays 70% of the monthly premium.
- Dental Insurance: Employer pays 50% monthly premium.
- Health Flex Spending Account: Optional pre-tax employee deduction
- 403(B) Retirement: 1% of employee salary automatically contributed by employer after completion of a probationary period
- Short- and Long-Term Disability: Employee is eligible after six months. Paid by employer.
- 16 paid holidays
- Paid time off starts at six weeks per year and increases with seniority.

To Apply: Send a cover letter stating your interest and qualifications for the role and resume to jobs@nelcwit.org