

Job Description



Night Advocate

VT | POS #

Direct Report	Domestic Violence Resource Coordinator	Grade	U3 \$15.50hr - \$19.36hr
Department	Police	FLSA	Non-Exempt
Division	Domestic Violence	Bargaining Unit	Unclassified
Date	January 2024	Location	Police Headquarters

Homeland Security Emergency Status: Essential

Safety Classification: Safety Position

Summary

Provides assistance to Police personnel and victims of domestic violence.

Supervisory Responsibilities

Supervision Scope: This position exercises no supervisory duties.

Supervision Received: Advocates will be supervised by the New Bedford Police Domestic Violence Resource Coordinator.

Supervision Given: This position exercises no supervisory duties.

Essential Function

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assists police with data collection/direct services and support for victims of domestic violence.
2. Follow-up duties include restraining orders, medical attention, shelters, and referrals as needed.
3. Works with other agencies and community groups involved with domestic violence.
4. Assists victims of domestic violence in the emergency 209-A restraining order process and contacts the Emergency Judicial Response System.

This position is deemed essential critical personnel and must report to work during emergency situations.

The job duties listed herein are neither exclusive nor limited to but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks other than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Job Description



Competencies

Leadership	Regulatory Knowledge	Thoroughness & Attention to Detail
Communication Proficiency	Problem Solving	Organizational Skills
Independent Judgement	Reporting Proficiency	Critical Thinking

Education and Experience

- Graduation from high school or GED equivalent and experience working with victims of domestic violence; or any combination of education and experience.
- Excellent interpersonal skills: ability to work with victims and families of domestic abuse; ability to work in a team setting with the Police and Resource Coordinator.
- Must be computer literate.
- Any equivalent combination of education and experience.

Special Requirements

- Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis and subject to drug and alcohol testing.
- Subject to mandatory CORI (Criminal Offender Record Investigation)
- Must satisfactorily complete thirty-six hours of Domestic Violence Training.
- Bilingual preferred.

Required Skills and Abilities

- Applicable ordinances and regulations.
- The use of standard office equipment, including computers and relevant software.
- Work independently with minimal supervision.
- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing.
- Trilingual in English, Portuguese and Spanish preferred.
- Establish and maintain effective working relationships with supervisors, coworkers, and the general public.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.