Mission: Empower individuals and engage communities to end domestic violence.

Job Title: Domestic Violence Advocate	Salary Classification: Salary/Exempt $52,500 - $56,000K per year
Reports To: Advocacy Program Coordinator	FLSA: Full-time
Supervises: Advocacy Program Volunteers	
Location: Amesbury, MA	Date: March 2025

Who We Are:

The Jeanne Geiger Crisis Center is a nonprofit organization that provides comprehensive services to meet the complex needs of adult and child survivors of domestic violence. We have offices in Newburyport, Amesbury, and Lawrence, Massachusetts.

The Center is committed to social and racial justice and to creating a diverse, inclusive, and equitable society. We are an equal opportunity employer and are dedicated to fostering an environment where people from all backgrounds and lived experiences thrive and feel they belong.

Through our organization values, we commit to:

- Provide empathetic and trauma-informed services.
- Center social justice and equity.
- Use a strengths-based, survivor-led approach.
- Work collaboratively within our communities.
- Practice with heart and a holistic mindset.

We invite you to join us in our mission to empower individuals and engage communities to end domestic violence, and to elevate voices and learn from those most impacted by gender inequity, racism, oppression and ongoing marginalization.

As an equal opportunity employer, we are committed to workforce diversity and hiring people with diverse backgrounds and life experiences. Survivors, people who are bilingual/bicultural, people of color, people with disabilities, and members of the LGBTQ+ community are strongly encouraged to apply.

Primary Responsibilities:

The Domestic Violence Advocate is responsible for providing services that meet the diverse needs of survivors of domestic violence. The Advocate works as part of a multidisciplinary team of advocates, an attorney, and clinicians. The Advocate also oversees volunteers in conjunction with the Volunteer and Outreach Coordinator. Every member of the survivor services team takes accountability for addressing the urgent needs of survivors in our communities.

Major Duties:

- Utilize survivor-led, trauma-informed practices to provide services to survivors of domestic violence.
- Provide domestic violence survivors with advocacy services, including emotional support, education, crisis intervention, risk assessment, safety planning, systems navigation, and resource referrals.
- Cultivate deep community engagement through coalition work, building relationships with stakeholders, and representing The Center at events. Attendance of community events is compensated but may occasionally require working outside typical work schedule)
- Administrative responsibilities include database entry, client documentation, and email/phone communications.
- Stay abreast of local and national issues in the domestic violence and mental health field.
- Support department and agency efforts to improve service-delivery by participating in working groups and helping to develop effective tools and systems. This may include supporting the process of document translation.
- Attend at least two community engagement events per year.
- Provide occasional backup for JGCC's 24-hour hotline.
- Complete other duties as assigned.

Volunteer Program responsibilities:

- Oversee and supervise volunteer advocates
- Schedule hotline, court and childcare volunteers
- Oversee answering service

Knowledge/Skills/Experience Required:

- 3-5 years' experience in communities providing services to survivors of trauma, or similar life experience.
- Awareness of dynamics of privilege and oppression (such as white supremacy and heterosexism), how they affect the child welfare, immigration, and criminal justice systems, and their influence on one's lived experience and professional use of self.
- Cultural humility and comfort delivering services with care and sensitivity across all identities including race, gender identity/expression, sexual identity, and disability status.
- Understand and celebrate gender diversity and gender/racial/Queer justice.
- A commitment to ending violence and promoting social change is a must.
- Demonstrate a willingness to positively contribute to the growth and development of our mission and values.
- Proficient in Microsoft Outlook and Word.
- Must have cultural awareness, experience in working with diverse populations is a plus, and a passion for working to bring about social justice and change.
- Individuals with lived experience and/or from marginalized communities are highly encouraged to apply.
- Bilingual English-Spanish preferred but not required.

Mental Demands:

- Reading
- Detailed work
- Confidentiality
- Problem Solving
- Verbal communication
- Written communication.
- Multiple concurrent tasks

Physical Demands:

- Sitting
- Speaking
- Listening
- Heavy computer use

Special Work Conditions:

- Occasional evening/weekend hours are required
- Occasional attendance at early morning/evening meetings and local travel are required

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