

**FAMILY SERVICES WORKER I/ADULT SERVICES WORKER I
(DOMESTIC VIOLENCE ADVOCATE)**

GRADE 30

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs intermediate professional work assessing safety needs of clients, assessing risk of physical/sexual abuse, providing preventative and supportive services to individuals at risk and their families, rendering advocacy, referral and empowerment services to clients and maintaining case records; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assessing client needs; counseling and assisting clients; determining available programs and services; preparing and maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responds to hotline emergency referrals and assesses need of clients and risk of abuse, including after hours on a rotating basis.
- Performs safety planning;
- Provides advocacy for victims of domestic violence;
- Maintains confidential case records and files; enters data into computer system (VAdata);
- Develops and provides education presentations to individuals and organizations throughout Fauquier County;
- Creates, promotes and facilitates support groups
- Monitors volunteers providing support and services to clients;
- Provides social services to prevent abuse, neglect and out-of-home placement and to preserve families and community living.
- Develops client-specific service delivery plans; evaluates effectiveness of services; develops alternative solutions; monitors cases through home visits.
- Works with and counsels clients; provides guidance to clients regarding housing, parenting, health needs, and other issues.
- Monitors service to clients; recruits, approves and evaluates service providers;
- Works with local organizations to develop resources for underserved populations.
- Serves as staff at disaster shelters; assists in coordinating shelter operations during emergency situations.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of social, economic and health problems; general knowledge of social institutions and the methods of the helping process; general knowledge of individual and group behavior; ability to identify social problems and needs to assess the ability of individuals and families to utilize services in problem-solving; ability to plan and organize work and to understand and interpret laws, policies and regulations; ability to prepare reports and maintain records; ability to communicate ideas effectively both in oral and in written forms; ability to establish and maintain effective working relationships with clients, associates, other professional and technical staff, social agencies and the general public.

EDUCATION AND EXPERIENCE:

Minimum of a Bachelor's degree in a Human Services field, or a Bachelor's degree in any field accompanied by a minimum of two years appropriate and related experience.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of or ability to obtain state certification in Child and/or Adult Protective Services.

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