

JOB TITLE: COMMUNITY ADVOCATES -SEXUAL OFFENCES AND GENDER-BASED VIOLENCE UNIT

REPORT TO: VICTIM'S ADVOCATE COORDINATOR

MINISTRY/DEPARTMENT: MINISTRY OF HUMAN SERVICES AND SOCIAL SECURITY

PURPOSE: The Community Advocate will work closely with the survivor's advocates and the Ministry of Human Services and Social Security toll free 24-hour Domestic Violence Hotline -914 staff, to report any form of abuse identified. They will also raise awareness of types of violence and ways to prevent violence in their communities.

KEY OUTPUTS:

- Provide oversight, monitoring, technical, policy and programme support and guidance to the
- Ministry of Human Services and Social Security to ensure the technically sound functioning of the Sexual Offences and Gender Based Violence Unit.
- Provide policy support, programme coordination, training, guidance and recommendations in response to identified capacity-building needs within the Ministry, with regards to the Sexual Offences and Gender Based Violence Unit and lead the provision of technical assistance, mentoring, training and capacity development initiatives to strengthen the functioning of the Unit.
- To monitor and evaluate the progress of preventative and other actions in relation to Gender based Violence systems established in within Ministry of Human Services and Social Security.

RANGE OF ACTIVITIES

1. To call 914 Hotline to report violence against men, women, boys and girls in their communities.
2. To use effective conflict resolution techniques to assist with solving problems encountered by victims in the communities.
3. To support victims and survivors of violence when they reach out for assistance.
4. To take informed action to report acts of violence in the community to the local police.
5. To assess the immediate needs of a victim and provide adequate referrals to services offered by the Ministry of Human Services and Social Security.
6. Advocate for the elimination of gender-based violence in their communities.
7. Provide victims with information on gender-based violence and share resources to survivors.
8. To attend continuous development sessions on gender-based violence in the communities.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A Diploma in Social Work or Sociology PLUS three (3) years' experience working in the field of gender based violence along with a valid police clearance.
OR
- A Trained teacher's Certificate PLUS three (3) years' experience, along with a valid police clearance.
OR
- A Certificate in Social Work from a reputable organization and at least three (3) years' experience, along with a valid police clearance.
OR
- A complete secondary school education PLUS at least five (5) years' experience, along with a valid police clearance.

DECISION-MAKING, PROBLEM-SOLVING

- Decision-making skills and sound judgment.
- Organizational skills to be able to maintain information and data that is accurate, complete, accessible, and confidential
- Ability to plan and accomplish work, manage multiple assignments simultaneously and meet deadlines.
- Ability to work independently and initiate and complete reports with limited supervision.
- Ability to handle confidential employee information with discretion and good judgment in compliance with the Ministries policies.
- Honesty, integrity, and professionalism.

RESOURCE MANAGEMENT

Proper and confidential storage of data and other information is required. The job holder may be required to handle monies and other equipment and supplies for the department.

COMMUNICATION

- Verbal communication skills to effectively share information with a variety of stakeholders.
- Written communication skills to compose clear correspondence and simple reports.
- Ability to build effective working relationships with team members, departmental representatives, outside agencies, vendor partners, and other ministries.
- An ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.

WORKING CONDITIONS

The environment requires working beyond the normal call of duty since the nature of GBV case management has its unique challenges.