

JOB TITLE: SURVIVOR ADVOCATE

JOB ID: T4034

GS SCALE: 09

Old JOB Number: 0

REPORTS TO: MANAGER, SEXUAL OFFENCES & DOMESTIC VIOLENCE POLICY UNIT

Date revised: 2021-01-15

MINISTRY/DEPARTMENT: MINISTRY OF HUMAN SERVICES AND SOCIAL SECURITY

PURPOSE: To provide emotional support and crisis counselling to domestic and sexual violence victims across the ten administrative regions.

KEY DUTIES:

- Adequate referrals and follow up services for victims.
- Effective information on the Criminal Justice System.
- Developed brochures with the rights of the Social Assistant Services.
- Organized support groups at the community level.
- Prepared reports on services rendered.
- Confidentiality in the discharge of all related duties.

RANGE OF ACTIVITIES:

- To provide advocacy and immediate crisis intervention for survivors of domestic gender based and sexual violence.
- To assess the immediate needs of survivors and provide adequate referrals and follow-up services.
- To act as liaison between survivors and the Criminal Justice System.
- To provide survivors with information and other proceedings.
- To ensure that survivors are aware of their rights and assist them in applying for appropriate social assistance services.
- To assist with arrangements for victims/survivors of domestic abuse and sexual violence and their children if any, to be accommodated to safe dwelling or alternative safe shelter as required.
- To ensure that victims/survivors of sexual and domestic violence are provided with information on justice and legal, public health and social services during the crisis period and throughout the period of readjustment, relocation and transition into a violent free environment.
- To arrange for the necessary resources and services (e.g. transportation accompanying victims to community resources/agencies, identifying/securing new houses, etc) to be made available for victims/survivors of domestic and sexual violence.
- To facilitate support groups at the community level for adult survivors of domestic and sexual violence.
- To compile reports and to document services rendered and activities performed.
- To represent the agency in a positive and professional manner when contacting victims or citizens in general.
- To communicate on a regular basis with the supervising officer, survivor advocate, other government agencies, non-government organisations and civil society organisation.
- To attend monthly support meetings and training sessions as deemed necessary by the Manager, Sexual Offences & Domestic Violence Policy Unit.