

## **Healing Abuse Working for Change Job Description**

**Position Title: HAWC Senior SAFEPLAN Advocate**

**Department: HAWC Legal Services**

**Reports to: Legal Services Manager**

**Effective Date: 06/24/20**

### **Position Summary**

This full-time position provides crisis intervention, advocacy and referral services to victims of domestic violence. The Senior SAFEPLAN Advocate will be based in the Salem District Court but will also work in the Essex County Probate Court in Salem and Lynn District Court providing assistance to victims seeking restraining orders and harassment prevention orders. This position supervises Safeplan advocate(s) and a team of Safeplan volunteers in three courts. The position reports to the HAWC Legal Services Manager.

The SAFEPLAN Program SAFEPLAN is a court-based civil advocacy program created by Massachusetts Office for Victim Assistance (MOVA) in 1995. SAFEPLAN is a partnership between MOVA and community-based domestic violence and sexual assault programs. SAFEPLAN Advocates are housed in district and probate and family courts throughout the Commonwealth, and work in collaboration with court personnel, district attorneys' offices, and other allied criminal justice and social service agencies. Together, they provide a system of advocacy for victims of domestic violence, sexual assault, and stalking considering a 209A restraining order or a 258E harassment prevention order. SAFEPLAN Advocates are available in one of the three SAFEPLAN courts HAWC serves during the court's open hours.

### **Position Experience**

- Commitment/experience working with victims of domestic violence
- Knowledge of domestic violence and crisis intervention
- Knowledge of the judicial system and abuse prevention order process
- Bilingual/Bicultural preferred
- Successful completion of training and/or demonstrated competency in personnel management
- Strong interpersonal, verbal and written skills
- Ability to work independently and as part of a team
- A minimum of two (2) years' experience as a SAFEPLAN Advocate – preferred
- Completion of HAWC's pre-service training in compliance with M.G.L. 233 s.20(k)
- Complete additional legal advocacy training and MOVA SAFEPLAN Certification

### **Position Details**

Program Supervision/Leadership:

- Supervise HAWC SAFEPLAN Advocate(s) and SAFEPLAN volunteers by performing on-site visits
- Manage the schedule of SAFEPLAN volunteers in 2 district courts and one family court
- Schedule volunteers for court coverage and other agency activities as appropriate
- Arrange court shadow shifts for new advocates, as well as other training opportunities
- Respond to concerns raised by other HAWC advocates about the SAFEPLAN Program
- Communicate regularly with SAFEPLAN Advocates providing support and information

**Assist victims of domestic violence, sexual assault, and stalking who come to court seeking protective orders through:**

- Crisis assessment and intervention services
- Information on legal options and the process to obtain a protective order
- Assistance in completing protective order application forms
- Creation of a comprehensive, individual safety plan with each SAFEPLAN client, whether or not the client chooses to pursue the protective order
- Referrals and connection to appropriate follow-up services and resources deemed appropriate for each individual client, or by client request including, but not limited to other services provided by HAWC such as counseling, group support, legal services; or other programs outside of HAWC; or District Attorney Victim Witness Advocates
- Discussion of the dynamics of abuse with victims of domestic violence, sexual assault, and stalking;
- Accompaniment and advocacy in court during civil proceedings;
- Availability to assist victims, in accordance with the court coverage agreement

*Advocate safety is paramount. Advocates are not required to stand with anyone with whom they feel unsafe. If an advocate does not wish to stand with someone, they can offer him/ her general information about the 209A process and give him/her a referral to the HAWC hotline.*

Additional roles and responsibilities to enhance service delivery to victims:

- Development and advancement of professional and collaborative working relationships including, but not limited to, clerks, judges, attorneys, prosecutors, security officers, and victim witness advocates
- Adherence to HAWC guidelines and protocols to ensure confidentiality, health and safety for staff and clients
- Attendance at regular supervision with the HAWC manager of legal services regarding specific cases, day-to-day activities, performance evaluations, or case related guidance and overall quality of work issues
- Attendance at MOVA quarterly regional meetings and continuing education sessions to discuss systemic advocacy issues and to receive ongoing training
- Knowledge of the SAFEPLAN Policies and Procedures Manual and job-related tasks within the boundaries set forth by the manual
- Complete statistical data forms for every client contact
- Assist Legal Services Manager in compiling performance reports required by MOVA
- Performance of other SAFEPLAN-related tasks, duties and assignments as requested by HAWC and MOVA
- Able to flex hours to meet position responsibilities

Salary is commensurate with experience with competitive benefits.

HAWC is an Equal Opportunity Employer. People of color, LGBTQ people, people with disabilities, and survivors of partner abuse are encouraged to apply. HAWC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, status as a Vietnam-era or special disabled veteran or membership in any group protected by federal and state law.

Please email resume and cover letter to: [julieb@hawcdv.org](mailto:julieb@hawcdv.org)

Or mail to: HAWC, Attn: Julie Bakoian, 27 Congress Street, Ste. 204, Salem, MA 01970

