

Lead Victim Advocate

The Lead Victim Advocate at the Shelter will work in the shelter advocacy services. The shelter advocacy services department is intended to aid Domestic Violence survivors in improving housing, economic and educational status. The Lead Victim Advocate will be responsible for assisting program participants with housing needs. The position is responsible for ensuring efficient and effective delivery of the highest quality support services. The position will be responsible for accurately tracking required statistics, outcomes, funding source deliverables, and quality assurance measures. Flexible work schedule to include some weekends and evenings. Experience in case management and budgeting is essential. A working knowledge of area resources for participant assistance is required. Duties include providing intake functions, housing assistance, coordination of program deliverables, assessments and crisis counseling.

BA/BS required or equivalent experience. Please submit resume to: Human Resources, P.O. Box 4909 Jacksonville, FL 32201 or Fax: 354-1342. Resumes will be accepted until position is filled. Please no phone calls.