

WOMEN'S CENTER
Sexual Assault Outreach Advocate

PROGRAM: Sexual Assault FVSPA ARAP Grant
SUPERVISED BY: SA Program Coordinator
SUPERVISION OF: NA
CLASSIFICATION: Salaried/Non-Exempt/40 hours a week
SUMMARY: The Sexual Assault Outreach Advocate is responsible for providing support and advocacy for the rights and protection of children, youth and adults who are victims of stalking, domestic violence, sexual assault (including childhood sexual abuse) or dating violence. The Sexual Assault/Domestic Violence Advocate is also responsible for assessing individual victim's needs and helping them to fulfill and reach their goals for safety (shelter, counseling, referrals, food, etc.) The Sexual Assault/Domestic Violence Advocate will also assist in the recruitment, training, supervision, work coordination and direction of volunteer staff to ensure smooth operation of the Women's Center Sexual Assault/Domestic Violence program

DUTIES

Direct Service/Advocacy:

1. Conduct initial intake with victims of sexual assault, domestic violence, stalking and dating violence.
2. Provide ongoing support to victims and offer one-on-one assistance to program participants through the legal, medical and social services systems.
3. Facilitate contact with other agencies on behalf of participants; accompany participants to meetings and appointments as needed/requested.
4. Conduct thorough case management on all cases to include documentation of referrals and follow-up contacts.
5. Provide and/or arrange for emergency transportation and other services as needed and as safety allows.
6. Assist in provide, facilitating and promoting educational and supportive groups addressing the needs of sexual and domestic violence victims.
7. Work closely with the other Women's Center staff, law enforcement, the medical community and other agencies as necessary to make certain that victims are receiving immediate, compassionate responses to their situation
8. Collect, maintain and record program statistics to support grant objectives.
9. Provide crisis intervention via phone or face to face contact including identifying and addressing barriers to safety, providing emotional and other supports (information and referral) as requested.
10. Provide case management for survivors/victims to assist them in attaining their goals.
11. Provide clients with community resources.
12. Maintain professional boundaries with organization clients.

13. Staff the 24 hour crisis line as assigned.
14. Rotate as on-call, respond to crisis calls and/or provide shelter coverage as needs arise.

Outreach and Organization Representation

1. Responsible for developing contacts and building liaison relationships within the community.
2. Provide or assist with presentations to schools, community groups, and others interested in issues related to sexual assault, domestic violence, stalking, and dating violence throughout Marquette and Alger counties.

OTHER RESPONSIBILITIES:

1. Responsible for data entry and maintenance of monthly, quarterly and annual reports related to client services, statistics, volunteer hours, case disposition, and other services provided.
2. Complete tasks as assigned by the supervisor within the time frame established.
3. Submit any proposed change in your work description or conditions to supervisor.
4. Submit a monthly report to the Office Coordinator by designated date to include service statistics, work activities, and discussion of any emerging needs.
5. Maintain a professional, confidential, non-judgmental relationship with all clients.
6. Maintain and document client files that ensure confidentiality.
7. Interact in a professional, cooperative manner with other staff and volunteers.
8. Submit any proposed change in your work description or conditions to the supervisor.
9. Participate in promoting the Women's Center through community education and public relation efforts.
10. Attend organization staff meetings as required
11. Attend trainings and continuing education activities as assigned.
12. Perform related duties as assigned.
13. Work in a safe manner being aware of personal safety and the safety of others.
14. Responsible for observing safety, health and sanitation code.

EDUCATION/TRAINING REQUIREMENTS:

A minimum of a Bachelor's degree in a human resources related field or working on a Bachelor's degree in the a human resources filed or two years of experience in the domestic violence/sexual assault field.

This position is required to:

1. Complete the MDSVTB funded New Service Provider Training coordinated by MCEDSV.
2. Complete 24 hours a year of training in sexual assault/domestic violence.
3. Consent to a Criminal Background Check.
4. Provide proof of completion of First Aid and CPR Training within first year of employment, and remain current in certification.
5. Maintain a good driving record and carry liability insurance for passengers in personal vehicle.
6. Provide proof of vehicle insurance.
7. Have access to a car during scheduled work hours.
8. Reply to emails and answer phone messages within 24 business hours of receipt.
9. Must have a bank account for direct deposit of paychecks.