

WOMEN'S CENTER
Sexual Assault Advocate

PROGRAM: SACS, VOCASASRV
SUPERVISED BY: Sexual Assault Program Coordinator
SUPERVISION OF: NA
CLASSIFICATION: Hourly/Non-Exempt/40 hours a week
SUMMARY: The Sexual Assault Advocate is responsible for providing support and advocacy for the rights and protection of children, youth and adults who are victims of stalking and non-intimate partner sexual assault (including childhood sexual abuse). The Sexual Assault 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.)

DUTIES

Direct Service/Advocacy:

1. Conduct initial intake with victims of non-intimate partner sexual assault.
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 and advocate with other agencies on behalf of participants; accompany participants to meetings and appointments as needed or 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 providing, facilitating and promoting awareness of the needs of non-intimate partner sexual assault victims as well as provide support groups that address the needs of non-intimate partner sexual assault 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 and compassionate responses to their situation.
8. 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 for SA and DV.
9. Provide case management for survivors/victims to assist them in attaining their goals.
10. Provide clients with community resources.
11. Maintain professional boundaries with organization clients.
12. Staff the 24-hour crisis line as assigned. For both SA and DV.
13. 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 awareness presentations to school, community groups and others interested in issues related to non-intimate partner sexual assault and stalking throughout Marquette and Alger counties.
3. Attend local community events to promote awareness of non-intimate partner sexual assault and stalking along with providing information about the Women's Center's services.
4. This position will be required to work in all outreach offices (Alger Ishpeming Gwinn) as scheduled/needed.

OTHER RESPONSIBILITIES:

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

EDUCATION/TRAINING REQUIREMENTS:

A minimum of a Bachelor's degree in a human resource related field or two years of experience in the non-intimate partner sexual assault field.

This position is required to:

1. Complete the MDSVTB funded New Service Provider Training coordinated by MCEDSV.
2. Complete the organizations training, complete the Sexual Assault Response Team training, complete the agency crisis line training, and complete 80 hours of job shadowing.
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.

The Women’s Center is an equal opportunity employer that supports and subscribes to a policy of nondiscrimination in all aspects of employment including selection, job assignment, compensation, discipline, termination and access to benefits and training. The Women’s Center employment practices are based on job qualifications without regard to race, creed, color, national origin, religion, age, gender, height, weight, marital status, sexual orientation, gender identity, disability, veteran status or any other protected classifications. The Women’s Center is also committed to compliance with all applicable laws regarding nondiscrimination.

Employee signature below indicates the employee's understanding the position requirements.

Employee Name Printed: _____

Employee Signature: _____ Date: _____