



POSITION: Sexual Violence Advocate

COMPENSATION: DOE

EMPLOYMENT STATUS: Hourly, Full Time with Benefits

REPORTS TO: Residential Program Supervisor

JOB DESCRIPTION:

The Sexual Violence Advocate provides advocacy (direct client services), support and crisis intervention to survivors of sexual violence. This position primarily works at our confidential secure residence and will be responsible for providing specialized case management to victims of sexual assault and human trafficking.

DUTIES AND RESPONSIBILITIES:

Advocacy Responsibilities:

- Offer survivors of sexual violence emotional support, information about community resources and services (including employment, housing, shelter services, health care, victim compensation, etc.), and assistance completing paperwork (social services applications, legal filings, etc.).
- Facilitate client intake and exit interviews.
- Provide specialized case management and crisis intervention services to shelter residents and transitional housing clients who identify as victims of sexual violence (to include legal, medical and services advocacy).
- Carry overnight and weekend Emergency Hotline phone on a regular basis and receive on-call reimbursement when needed.
- Participate in the local The Sexual Assault Support Services (SASS) advocacy team.
- Transport clients when necessary, and visit high-risk clients placed in motels.
- Facilitate sexual violence awareness and support groups for shelter and transitional housing clients.

Outreach Responsibilities:

- Provide support for outreach services such as networking, lectures, trainings, speaking engagements, and health fairs to increase public education and awareness on the issues of sexual violence.
- Identify under-served populations of victims and those most likely at risk in the community and explore means to provide information.

Administrative Responsibilities:

- Maintain accurate and confidential case files.
- Answer calls on a multi-line telephone system.
- Do statistical data entry, complete routine paperwork and produce small reports. Assists with compiling data and narratives for grant and board reports.
- Facilities upkeep and maintenance.
- Attend and participate in staff meetings and trainings as requested.

QUALIFICATIONS:

Minimum Qualifications

- Bachelor's Degree in social services related field.
- Experience in working with victims of sexual violence.
- Pass a Federal & State criminal background check.
- Pass a comprehensive drug screen.
- Provide minimum of three recent professional references that will vouch for competency, honesty & reliability.
- Demonstrate passion for helping others (must be evident from previous work and volunteer experience).
- Be able to communicate effectively and professionally, even when under stress. Both orally and in writing.



- Be computer literate and able to use standard office equipment and software, including copy machines, fax machines, email, MS Office products (Outlook, Word, Excel), shared network drives, etc.
- Possess the ability to manage stress in a crisis environment.
- Possess the ability to set boundaries and maintain ethical relationships.
- Maintain a current and valid driver's license and insurance (100/300), ability to drive a full-size van (9 passenger), and clean driving record.
- Be able to work independently with little supervision, but also interact warmly with a small team of dedicated staff and volunteers in high-stress environment.
- Be able to lift 40 pounds.

Desired Qualifications

- Master's degree in a relevant field
- Experience with dual-use shelter programs (domestic violence & sexual assault).
- One year experience with Sexual Assault Support Services (SASS) advocacy team, Sexual Assault Response Team (SART) or Sexual Assault Outreach/Training Program
- Bilingual

APPLICATION PROCESS:

- **Candidates who do not meet the minimum qualifications will not be considered.**
- Applications **must** include a **cover letter** highlighting interest and qualifications, a resume or CV, and a list of three recent professional references who can attest to candidate's knowledge, skills and abilities. References will only be contacted after a successful in-person interview (candidate will be notified).
- Send applications to employment@safeembrace.org by August 31, 2020.

Safe Embrace celebrates the diversity in our nation, community and staff. We will not discriminate because of political or religious affiliation, race, ethnic, or national origin, age, sexual orientation, gender, gender identity or gender expression, economic status, education, marital status or other non-merit factors.