

Job Description – Sexual Assault Advocate

Hired by: Executive Director

Reports to: Program Director

Full Time, Exempt, 40 Hour Week Minimum Expectation

General Role Description

Primary responsibility for providing advocacy, counseling, and other support services to adult and child survivors of sexual assault and abuse in accordance with Riverview Center service guidelines, IA CASA, CVAD, and/or ICASA service guidelines.

DUTIES AND RESPONSIBILITIES

- ❖ Provides direct services to survivors of sexual assault including:
 - Legal Advocacy within the Criminal Justice System such as: advocacy with the crime victim compensation program, civil court advocacy (e.g. divorce/custody/visitation advocacy), criminal court advocacy (e.g. accompaniment to criminal justice offices and court), notification of criminal justice proceedings, assistance with emergency legal assistance with orders of protection, referrals to attorneys for civil court cases and projects devoted to restitution advocacy, assistance with recovering property held as evidence and transportation to court, to receive services, or participation in the criminal justice system.
 - Medical and Health Advocacy such as: accompaniment to hospitals for medical exams, follow up medical care, and other medical procedures/care.
 - Other Advocacy with other services providers, creditors, housing programs and employers; includes child protection/welfare advocacy and children's service advocacy.
 - Individual and group counseling, crisis counseling and intervention, facilitate peer support groups, safety planning, emotional support, and referrals to trauma-informed sexual assault therapists.
 - Determine the appropriateness of clients for the agency's services and make referrals when their service needs are beyond the scope of the organization's expertise.
 - Case Management services, coordination of follow-up services and individual support such as: assistance with immigration advocacy, interpretive services, assistance with boarding up broken windows or/and replacing locks, financial planning, and information/referrals to job training and employment services, literacy services, parenting and education services, TANF programs, immigration matters, domestic violence programs and/or shelters, and other resources within and outside of Region 3.
 - Participate in on-call and hotline dispatch on a rotating basis. Availability to respond in-person to hospitals, police stations, and other 24-hour facilities to provide support, advocacy, and crisis counseling/intervention.

- Answer crisis and business line, and provide crisis counseling/intervention, make necessary referrals, and/or connect the caller to the appropriate staff member or other professional. Provide telephone support to all Riverview Center offices to ensure the best customer service to all callers.
- ❖ Systems Advocacy to develop best practices and policies in Region 3 for responding to sexual assault and related crimes. Such activities include: developing programs in correctional or detention facilities for sexual assault victims, participating and taking a leadership role in Sexual Assault Response Teams, participate in multi-disciplinary teams to address sexual violence, provide professional training and technical assistance to allied professionals working with survivors of sexual violence, and stay abreast of current and upcoming legislation on related issues.
- ❖ Conduct awareness activities such as, but not limited to: public awareness campaigns and informational events particularly around sexual assault awareness month, distributing materials and information at events, fairs, or gatherings, distributing outreach materials, lead and attend public events that address sexual violence in our society and participate in public awareness campaigns and informational events around restorative justice.
- ❖ Provide a limited amount (dependent on advocate's funding source) of prevention and education programming to address sexual violence.

Additional responsibilities:

- ❖ Document all direct and indirect services in organization/state database. Maintain accurate records and files. Meet required data entry and paperwork deadlines. Provide the supervisor with timely monthly reports
- ❖ Provide feedback to the Administration Team to assist in developing new programs, current services, and barriers, challenges, and strengths of the services provided. Includes working directly with the Grants and Publications Director to coordinate grant reports and applications.
- ❖ Attend staff meetings and individual supervision meetings; prepare appropriately.
- ❖ Ability to handle sensitive and confidential information.
- ❖ Ability to work flexible hours.
- ❖ Attain knowledge and awareness of, and, abide by Riverview Center employee handbook, and sexual assault laws and policies (i.e confidentiality, etc.)
- ❖ Attend educational seminars/conferences/meetings to increase professional development in the areas of sexual violence, and advocacy.
- ❖ Must have access to immediate, reliable, and insured transportation.
- ❖ Actively participate in organization's fundraising activities.
- ❖ Perform all other duties may be assigned by the Program Director and/or Executive Director

Knowledge Required

- ❖ Bachelor's Degree in Psychology, Social Work, Sociology, Criminal Justice or related field preferred.
- ❖ Ability to work a flexible schedule, with some evenings/weekend work and on call time as well, in order to respond to reasonable to the needs of each case/client.
- ❖ Knowledge of sexual assault issues and of the criminal justice system.
- ❖ Completion of 60-hour training in sexual assault/abuse field to meet requirements set forth by the IACASA.
- ❖ Able to deal with crisis situations and to deal sensitively with victims of sexual assault & significant others.
- ❖ Commitment to and understanding of issue surrounding sexual violence/abuse and how it impacts the lives of the victims and, impact on other social problems.
- ❖ Commitment to confidentiality.
- ❖ Good interpersonal and communication skills; Typing and computer skills necessary.
- ❖ Must have access to immediate, reliable and insured transportation.

Commitment to the philosophy and program of Riverview Center, which includes a commitment to impact assault/abuse, sharing in the belief in helping create a society free from violence, and in working in a cooperative environment.

I _____ have read the job description of the **Sexual Assault Advocate** and understand the responsibilities of this position.

Signature of Employee

Signature of Executive Director

Date

Date