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
* Medical and Health Advocacy such as: accompaniment to hospitals for medical exams, follow up medical care, and other medical procedures/care.
* Other Advocacy
* Individual and group counseling, crisis counseling and intervention.
* 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.
* 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.
* Systems Advocacy to develop best practices and policies in Region 3 for responding to sexual assault and related crimes.
* Conduct awareness activities.
* 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.
* 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.
* 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 helpful but not required.
* 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.

**Work Environment:**

When applicable and appropriate, consideration will be given to reasonable accommodations.

Mental: Clear and conceptual thinking ability; excellent judgment and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines.

Physical: travel as required

Auditory/Visual: Hearing, vision and talking

Other details:

Salary: $43,888 - $45,000

Shift: Monday through Friday between 8 am and 5 pm/participate in on-call rotation

Work Site: Primarily office and community based, remote work options available 1 day per week.

Other benefits: health, dental, vision, supplemental options, employer paid life, employer paid STD, Simple IRA with a dollar for dollar match up to 3%, generous PTO plan and 9 set plus 6 floating paid holidays per year.

Contact:

Melody Kosobucki Amie Buckley

Iowa Program Director Iowa Associate Program Director

[319-540-0080](tel:3195400080) 319-540-0080

[melody@riverviewcenter.org](mailto:melody@riverviewcenter.org) [amie@riverviewcenter.org](mailto:amie@riverviewcenter.org)

**Riverview Center is an equal opportunity employer and service provider**