



## Job Description

**Title:** Sexual Assault Advocate

**Program:** Advocacy Program

**Start Date:** open until filled

**Hours:** 40 hours per week. Schedule varies between 8am to 9pm Monday through Friday with rare weekend obligations including overnight on-call availability one night per week

**Supervisor:** Director of Sexual Assault Services

**Wage:** Starts at \$19.50 per hour, full medical, dental & vision, paid time off, paid holidays

**Position Summary:** Assist in carrying out the mission and goals of Call to Safety by providing high quality crisis intervention, advocacy, and information/referral, assessment, and support services by phone and in-person to survivors of sexual violence. Participate in community partnerships and actively promotes education, outreach, and prevention of sexual and domestic violence.

All persons of every race, ethnic background, spiritual belief, economic status, gender identity, sexual orientation, age or personal ability, are equally affirmed into membership, leadership and employment at Call to Safety and are joyfully welcomed.

### Responsibilities:

- Provide 5 services to all survivors while upholding Call to Safety's *Promising Practices*:
  - Needs assessment
  - Provide emotional support
  - Offer information and referrals to community services using warm transfers when possible
  - Assist with safety planning and brainstorming available options
  - Provide crisis intervention as needed
- Provide case management and follow-up services to survivors of sexual violence on an on-going basis
- Provide 11 hours of back-up support for in-person sexual assault medical advocacy at local hospitals on a weekly schedule
- Provide 8 hours of crisis line support weekly
- Answer the crisis line in a courteous and professional manner
- Provide compassionate and professional advocacy in-person and over the phone to survivors
- Stay informed of community resources and coordinated community responses
- Maintain accurate participant files and complete monthly statistical reports
- Offer mobile advocacy and crisis intervention at outreach sites in the community
- Maintain a level of comfort and ability around basic technology (email, databases, etc) as well as future systems as our technology needs progress
- Maintain a case load of 15-30 follow-up participants
- Complete Safety and Stabilization Assessments as needed
- Implement additional SA support group within the community
- Assist survivors of sexual violence in applying for the Crime Victim Compensation Program and the Address Confidentiality Program
- Work with participants to develop personalized safety plans
- Support the policies, goals, and structure of the Advocacy Program

- Assist with program planning, development, and improvements
- Participate in community meetings and cultivate relationships with partner social service agencies
- Participate with local agencies and taskforces to improve response in our community
- Receive continuing education and training regarding serving survivors of domestic and sexual violence
- Other tasks and projects as assigned

**Volunteers Supervision Responsibilities:**

- Help recruit, train, and supervise volunteers and interns
- Regularly provide appreciations, support, and constructive feedback to volunteers as appropriate

**Community Education Responsibilities:**

- Provide core advocacy trainings at Call to Safety's Basic Advocacy Training including a training on serving survivors with of sexual violence
- Provide community education including sexual violence presentations, trainings and tabling events

**General Responsibilities – as Call to Safety member, you are expected to assist with the following tasks:**

- Attend agency meetings, trainings and occasional weekend retreats
- Serve as a visible spokesperson and advocate for Call to Safety's mission and programs in the community
- Assist with responsibilities in a team approach
- Other duties as assigned
- Serve on hiring committees

**➤ Qualifications – Required:**

- A minimum of six months of domestic and/or sexual violence specific advocacy experience
- Previous completion of a 40-hour Domestic and Sexual Violence Advocacy Training
- Recent experience (within past two years) working with survivors of domestic and/or sexual violence
- Philosophy compatible with Call to Safety's mission and values, especially to include:
  - Understanding of oppression and how it supports interpersonal violence
  - Value social justice
  - Understanding of the impact of trauma on survivors of violence
  - A commitment to promote Call to Safety's anti-racism value
- Strong organizational abilities and team participation skills
- Ability to work well with a variety of people from diverse backgrounds
- Excellent verbal and written communication skills
- Demonstrated ability to problem solve, brainstorm creative options, and be proactive
- Ability to prioritize and handle a variety of projects simultaneously
- Commitment to building a multi-racial, diverse team
- Ability to maintain confidentiality
- Ability to work with Call to Safety staff as a team member
- Ability to remain up to date on current technology systems, learn new technology systems and implement within scope of duties.

**Qualifications – Preferred:**

- Experience facilitating support groups
- Individuals who are bilingual and/or bicultural
- Knowledge or experience in the sex industry

---

Employee Signature

---

Date

\_\_\_\_\_  
Director of Sexual Assault Programs Signature    Date