

Job Title:	<u>Advocacy Director</u>
Supervises:	<u>Advocates, Program Directors, Volunteer Coordinator, Therapist, Campus Advocate, Mobile Advocate and PRN Staff Advocates</u>
Accountability:	<u>Executive Director</u>
Location:	<u>Main office is in Gainesville but position requires travel between Dawson, Forsyth, Habersham, Hall, Lumpkin and White Counties in North Georgia</u>

Vision: To provide comprehensive direct victims services that align with Georgia Sexual Assault Center (SAC) standards; to ensure staff are supervised, well trained and supported; to build new collaborative relationships and strengthen existing ones with medical, law enforcement and judicial partners; to engage Sexual Assault Response Team (SART) members and work with Judges to maintain updated Sexual Assault Protocols; to participate in community events, increasing awareness of Rape Response (RR) and the services we offer; to encourage staff to focus on self-care in work that is often heartbreaking.

Position Goal: To become immersed in all aspects of Direct Victim Services and ensure high quality service delivery to meet the needs of sexual assault survivors and secondaries, ages 13 and older, through 24/7 SAC core service delivery, staff supervision, training and leadership that promote professional, accurate, efficient, consistent, compliant, creative, and caring service and program delivery.

The performance of team members supervised by the Advocacy Director will demonstrate the Director's clear understanding of their responsibilities and roles. The Advocacy Director will ensure team members exhibit consistent use of and compliance with proper policies, procedures, best practices aligned to the mandates of Georgia SAC Standards, mandates of funding sources and requirements specific to the Rape Response nonprofit organization, including Strategic Plan Goals & Objectives.

Overview: This is a full-time exempt position with responsibility of providing direct victim services, program management, leadership and development that will build agency capacity by investing in staff, collaborative partners and our communities, thus ensuring the needs of SA victims and secondaries are seamlessly & effectively met. The Advocacy Director will use an appropriate balance of face-to-face and electronic options to carry out strategies and practices to achieve, maintain, and promote effective program delivery, outstanding communication, performance evaluation and continual program improvement. Program management & leadership responsibilities include staff supervision; oversight of CaseWorthy software database ensuring program statistical data is collected and reported for grants; approval and allocation of client financial assistance including referrals and authorization for payments to Lifeworks Counseling and payments to Health Departments (within service area) for clients needing STI testing. Program leadership and development responsibilities include further strengthening professional and community relationships throughout our six county service area that will benefit survivors.

Responsibilities:

- Exhibit leadership in structuring and managing collaborative processes that promote exemplary sexual assault advocacy as demonstrated by staff and volunteers
- Serve as direct service staff supervisor including interviewing, hiring and terminating staff in conjunction with Executive Director (ED); training staff; evaluating staff performance; mediating any staff conflicts while following the grievance policy; reviewing staff requests for time off and scheduling or providing coverage as necessary; ensuring staff development and recognition opportunities
- Be available to direct service staff for crisis intervention support and guidance
- Provide Medical, Law Enforcement and Judicial Accompaniment & Support as needed
- Provide crisis intervention for victims as needed (24/7 Crisis Line, ER, On-Call Support) including victim support, assessment, referral, aftercare & assistance with Victims' Compensation claims as needed
- Approve referrals and payment for client financial needs as necessary
- Serve as Collaborative Partner and Community Liaison creating, enhancing and/or maintaining networks with other community agencies and service providers participating in interagency meetings, improving Community Awareness and delivery of services to support SA victims throughout our six county service area
- Represent agency at events and speaking engagements as requested & assist with special events as delegated by ED
- Ensure staff adhere to and follow personnel policies, including submitting payroll time sheets, grant funded time sheets (if applicable) and PDO requests; collect and approve staff time sheets for payroll
- Coordinate regular direct victim service team staff meetings, providing in-service trainings and addressing victim services, new procedures, tasks and policies
- Participate in staff development opportunities including attending conferences and required meetings
- Implement any emergency procedures when necessary and notify ED
- Review with volunteer coordinator prior month CaseWorthy statistical report by 5th day of following month to ensure data is accurate; maintain CaseWorthy upgrades and train staff on new reporting requirements
- Ensures the Agency's responsibilities to its clients and the community are met through evaluation of work processes, programs and outcomes
- Works with Chief Judges in Judicial Circuits to provide administrative support for updates to Sexual Assault Protocols
- Monitor services provided by direct service staff to ensure needs are met and crisis intervention and follow-up is provided within an appropriate time period
- Prepare and submit to Director for review, in time frame established by funder, statistical and reimbursement reports/requests for VOCA, CJCC/State, PHBG, SASP, United Way & other local and regional grants
- Communicate regularly with ED including troubleshooting and managing urgent matters
- Participate in board meetings as needed
- Promote the mission of Rape Response, Inc. in all professional interactions

Preferred Skills and Knowledge:

- Understanding of Georgia Sexual Assault Standards
- Understanding of the court system, players, processes and how RR supports victims during judicial processes
- Understanding of law enforcement processes and RR's collaboration to benefit survivors
- Understanding of Forensic Medical Exams and RR's partnership with NGHS
- Understanding of grant requirements
- Ability to build and maintain relationships with internal and external stakeholders
- Knowledge of human resource management, including training and development
- Flexibility and insight to make adjustments in key areas as warranted
- Effective problem solving tactics and use of written and verbal communication skills
- Written and verbal skills with associated analytical and documentation skills
- Professionalism that includes, but is not limited to, understanding boundaries, forgiveness, consistency, active listening, keen observation, teamwork values, role modeling, recognition of others, selfcare and leadership attributes

Qualifications:

Bachelors or Master's Degree and proven experience in social service or related field. Must have strong organizational skills as well as excellent written and oral communication skills including public speaking; HR experience; staff leadership & management expertise; vision and program development skills; knowledgeable about agency programs and policies; excellent computer skills, specifically Microsoft Word, Excel, PowerPoint and familiarity with Data Collections software. Must live within approximately 30 minutes of Northeast Georgia Medical Center. Additionally the candidate must have an understanding of the issue of sexual violence and be sensitive to the plight of SA survivors; must be able to provide, and train others, on effective crisis intervention, problem-solving, advocacy skills, impact of trauma and program policies. Must be knowledgeable of community resources and be able to remain nonjudgmental while working with diverse populations and volunteers. Travel required along with ability to work a flexible schedule as needed.