



**Job Title:** Bilingual (English/Spanish) Victim Advocate

**Reports to:** Advocacy Director

**Location:** Travel between Dawson, Forsyth, Habersham, Hall, Lumpkin and White Counties in North Georgia

**Overview:** This is a full-time non-exempt salaried position with the responsibility of providing advocacy and comprehensive direct victim services to program participants in multi-county service area. The advocate will work with the program participant from the initial point of contact or from handoff from staff/volunteer who had the initial contact, on issues of: crisis intervention; medical, law enforcement and judicial components of their case; advocacy and accompaniment with each of the collaborative partners; coordination of services; sexual violence awareness through involvement in community activities; participation in SART.

**Responsibilities:**

- a. Provide crisis intervention for victims (on 24/7 Crisis Line, in the Emergency Room, with LE and Judicial partners, and in person) working collaboratively with victims to determine safe meeting areas in their community
- b. Serve as interpreter on behalf of Rape Response and victims of sexual assault
- c. Medical, Law Enforcement and Judicial accompaniment and support
- d. First call and Back-up for 24/7 crisis line days, holidays, nights and weekends
- e. Provide individualized support, options, assessment and referrals, including assistance with Victims' Compensation claims, for victims and secondaries
- f. Create, enhance and/or maintain networks with other community agencies and service providers to determine, locate and offer services to victims focusing on the Hispanic community
- g. Establish and maintain a collaborative and cooperative relationship with primary service providers, such as law enforcement agencies, criminal justice systems, healthcare professionals, schools, faith communities, social service agencies, domestic violence & child advocacy centers
- h. Coordinate provision of services with collaborative partners to streamline access to remedies and resources for victims
- i. Develop resources focused on the Hispanic community for survivors of sexual violence and maintain comprehensive resource lists of community agencies and work closely with Rape Response program staff
- j. Accompaniment/assistance with U-Visa process
- k. Enter and maintain accurate statistical and demographic data for program quality assurance, agency records & reports and funding sources in CaseWorthy and report all data to Advocacy Director and/or Executive Director as requested

- l. Provide community awareness and advocacy through participation in community events and meetings as well as in-service training for law enforcement, medical personnel and other professionals
- m. Assist with special events as delegated by the Advocacy Director and/or Executive Director and participate in program staff meetings, in-service trainings, conferences and required meetings
- n. Assist with convening Sexual Assault Response Team (SART) meetings
- o. Assist with volunteer program responsibilities
- p. Participate with the Advocacy Director and/or Executive Director and other staff in on-going planning and program development
- q. Assure that all program activities meet or exceed state and federal contract standards
- r. Adhere to and follow all Rape Response policies and procedures (see policy manual for details)
- s. Promote the mission of Rape Response, Inc. in all professional interactions
- t. Additional responsibilities as assigned

**Position requires:** Knowledge of Advocacy. Bilingual, fluent in English and Spanish. Bachelor's degree in human service field: social work, psychology, criminal justice or related field or equivalent work experience. Must have strong organizational, written, communication and computer skills. Must be capable of working independently and traveling within six county service area. Our main office is in Hall County, but travel throughout our six county service area and to satellite offices in Habersham and Lumpkin is required and will vary weekly. Knowledge of trauma informed principles and prior experience working directly with victims/survivors is preferred. This is a Bilingual Advocate position but the advocate will work with all clients served by the agency. Qualified applicants must live within 30 minutes of Northeast Georgia Medical Center's Gainesville campus.

**Salary and Employment:** This is a grant funded full-time position with benefits, 40 hours weekly. Full time applicants only. Salary is based on education and years of experience in a trauma related field. Position and continuance are dependent upon grant allocations. Employment is contingent on fingerprints, background check, driver's license and proof of active auto insurance. Rape Response is an environment that values work-life balance, however we are a 24/7 agency so night and weekend work will be required.