



**Outreach & Awareness Advocate
Job Description Summary**

Direct Services in a six-county service area

- 24/7 Crisis Line and Emergency Room on call duties, including First Call & Back-up for 24/7 crisis line days, nights & weekends
- Provide individualized crisis intervention & assessment with victims and significant others, including information and referral support, follow-up and resources
- Provide medical, law enforcement and judicial accompaniment
- Consistently participate in established systems to process and document payment authorizations, including Victim's Compensation, counseling and medical aftercare
- Maintain accurate data entry & collection for program quality, records & reports; data systems/tasks leadership, as assigned, as well as manage client records including documenting timely follow-up

Victim Outreach & Awareness

- Provide consistent, high-quality public outreach and awareness that is designed to inform victims of specific rights and services; assist victims directly with access or make referrals and follow-up
- Carry out routine and in-depth collaboration with the Community Engagement Director on the agency's capacity, performance and outcomes in providing information and support to victims and their significant others, using a wide range of effective resources in all formats and platforms
- Lead quality assurance strategies to promote excellence for victim outreach and awareness among all Rape Response Advocates, ensuring victims receive print materials, links to digital resources, referral to community services and various types of notices for opportunities to participate in Rape Response and other local, regional, state and national community events or forums
- Address victim outreach and awareness for the agency when cultural, language and/or any range of diversity issues impact a victim's access and opportunities to receive services and resources
- Develop and sustain relationships throughout the six-county service area with collaborative partners who address specific rights and services for victims, ensuring current and accurate information on their programs and services and proper procedures for referral
- Conduct presentations and participate in community forums or other public awareness activities specific to victim rights, service provision, follow-up assistance, collaboration and referral; collaborate with Community Engagement and Advocacy Directors

Interagency Collaboration & Networking

- Assist with Sexual Assault Response Team (SART) meetings
- Support Advocacy Director, as assigned, to provide training, curriculum and resources for Allied Professionals
- Support volunteer training and continuing education activities in roles such as facilitator or trainer, as well as support event/activity logistics (refreshments, materials, set-up, clean-up)
- Participate as needed in traditional awareness events, such as but not limited to Sexual Assault Awareness Month (SAAM), Jeans for Justice and Take Back the Night

Supervised by: Advocacy Director

Classification, Schedule & Wages: Full-time (40 hours weekly), non-exempt, benefits eligible, salary based on related education, experience, an established range for the position, year-to-year funding changes and/or budget capacity. Travel in a six-county area is required as well as night and weekend work aligned to job duties and assignments by supervision.