



Advocate **Full-time Job Description**

Overview: This is a nonexempt position with the responsibility of providing advocacy & comprehensive direct victim services to program participants in our six county service area. The advocate will work with the program participant 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:

- Provide 24/7 crisis intervention for survivors in the Emergency Room, with Law Enforcement and Judicial partners
- Medical, Law Enforcement and Judicial accompaniment and support
- First call and back-up for first call on 24/7 crisis line
- Provide individualized support, options, assessment and referrals, including assistance with Victims' Compensation claims, for victims and secondaries
- Create, enhance and/or maintain networks with other community agencies and service providers to determine, locate and offer services to victims
- 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 and child advocacy centers
- Coordinate provision of services with collaborative partners to streamline access to remedies and resources for victims
- Maintain updated comprehensive resource lists of community agencies and work closely with Rape Response program staff in maintaining the resource lists
- Enter and maintain accurate statistical and demographic data for program quality assurance, agency records and reports and funding sources in CaseWorthy and report all data to Advocacy Director and/or Executive Director as requested
- 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
- 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
- Assist with convening Sexual Assault Response Team (SART) meetings
- Assist with volunteer program responsibilities
- Assure that all program activities meet or exceed state and federal contract standards
- Adhere to and follow all Rape Response policies and procedures (see policy manual for details)
- Promote the mission of Rape Response, Inc. in all professional interactions
- Additional responsibilities as assigned