



**Advocate**  
**Summary Job Description**

*Other Preferred Focus: Bilingual Advocacy*

**Overview:**

Primary duties of the position are victim advocacy with another focus on bilingual advocacy and outreach.

**Direct Services in a six-county service area:**

- \*Provide crisis intervention for victims including the 24/7 Crisis Line, Emergency Room accompaniment, Law Enforcement & Judicial collaboration, and On-Call Support
- \*First call & Back-up for 24/7 crisis line days, nights & weekends
- \*Victim support, assessment, and referral, including victim compensation claims
- \*Inter-agency communication and collaboration and/or individualized intervention, assessment, health after-care, etc. with victims and secondaries
- \*Medical, Law Enforcement and Judicial accompaniment and support
- \*Provides outreach, education & awareness in communities & on campuses
- \*Participates in community awareness activities and programs as well as interagency meetings and programs
- \*Maintain accurate statistics and data collection used for program quality assurance, agency records and reports for funding sources
- \*Promote the mission of Rape Response, Inc. in all professional interactions
- \*Adhere to and follow all Rape Response Policies and procedures (see Policy Manual for details)

**Other Focus: Bilingual Advocacy**

- \*Serve as interpreter for RRI and victims of sexual assault and their significant others
- \*Receive referrals and provide services to victims who can benefit from advocacy by a Spanish-speaking person
- \*Accompaniment/Assistance with U-Visa process
- \*Translate and develop resources focused on informing and supporting the Hispanic Community; collaborate with other program staff for excellent internal referrals and ongoing development of community resource database
- \*Create, enhance and/or maintain networks with community agencies and service providers, focusing on partnerships to streamline access, locate and offer services to victims and secondaries of the Hispanic community.

**Interagency Collaboration & Networking & Public Awareness**

- \* Assist with events as delegated and participate in staff meetings, in-service trainings, certifications, & conferences
- \* Support volunteer training and continuing education activities in roles such as facilitator or trainer, as well as support agency event/activity logistics (refreshments, materials, set-up, clean-up)
- \* Support provision of training, curriculum, and resources for Allied Professionals as directed
- \* 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
- \* Additional responsibilities as assigned