****

**Advocate**

**With Data support**

**Summary Job Description**

**Overview:**

Primary duties of the position are victim advocacy with secondary role of administration of data systems and reports for victim services and program and compliance with Standards for Georgia Certified Sexual Assault Centers.

**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

**Data Coordination:**

**\*** Facilitate collection of success stories, captured statements & photos and maintain a current, accessible inventory

**\*** Victim electronic records management and monthly reconciliation, ensuring compliance as per Ga Standards and RRI Policies

**\*** Outcomes Performance Measurement [OPM] data collection (surveys), compilation, and reporting

**\*** VSSR quarterly reports for CJCC and routine reconciliation of Daily Logs; cross-reference data as required

\* Coordinate data collection and entry of necessary statistics into RRI’s *Annual Report*; collaborate with Executive Director, other assigned team members and outside venders to format and complete *Annual Report* by deadline.

**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 Advocacy Director in provision of training, curriculum, and resources for Allied Professionals

\* 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

July 2023