



HOPE Coalition Position Description

Position Title: Sexual Assault Advocate

Responsible To: Executive Director/Director of Services

FLSA Status: Hourly/non-exempt

POSITION SUMMARY (PRIMARY OBJECTIVES OF POSITION):

The purposes of this position are to provide direct services to primary and secondary victims/survivors of sexual violence by offering support and advocacy through each stage of the healing process and to educate and engage the community in an effort to further prevent sexual violence in Goodhue and Wabasha Counties.

ESSENTIAL FUNCTIONS:

<u>Weight</u>	<u>Function/Duty</u>
	List of major tasks, duties and responsibilities of the position, and the percentage of time spend on each
40%	<p>Direct Services</p> <ul style="list-style-type: none"> • Respond to crisis calls within established policies and procedures • Ensure proper coverage for the sexual assault crisis line • Provide support for survivors via deep and reflective listening • Support and accompany victims to forensic exams, law enforcement interviews, and/or court proceedings • Advocate for victims and survivors with public agencies or forums (i.e.: law enforcement, medical/social/legal systems, legislative efforts, etc.) • Facilitate support groups • Assistance in filing reparations claims and other related documents • Provide referrals as necessary to other service providers
30%	<p>Community Outreach and Education</p> <ul style="list-style-type: none"> • Present to schools, service providers, and/or community members on topics related to sexual violence. • Develop and implement awareness campaigns.
10%	<p>Programming</p> <ul style="list-style-type: none"> • Periodically evaluate, update, and expand sexual assault education and support group curricula • Document, track, and report statistical information
10%	<p>Systems Change/Partnering</p> <ul style="list-style-type: none"> • Collaborate with area law enforcement, medical professionals, city and county attorneys, and other community agencies to increase victim-centeredness • Serve on community boards and committees as required
10%	<p>Administrative/Other Office Duties Other duties as assigned by supervisor</p>

MINIMUM REQUIREMENTS:

- Two-year post-secondary degree in related field; Bachelor's preferred
- Knowledge of violence/abuse/sexual assault and the dynamics surrounding issues of power and control.
- Ability to network and develop community partnerships
- Excellent interpersonal, verbal, and written communication skills
- Ability to work well in a collaborative team environment with both internal and external partners
- Experience utilizing Microsoft Office and web based programs
- Ability to pass background check
- Valid driver's license

KNOWLEDGE AND SKILL REQUIREMENTS:

- Knowledge of sexual assault, domestic violence, child abuse and homelessness
- Demonstrate ability to work with diverse populations (ie: elderly, race, gay/lesbian, differently abled, etc.)
- Ability to work independently and as a team member
- Ability to support goals described in the mission, vision statements & strategic planning of HOPE Coalition
- Knowledge of local resources, agencies, and services
- Demonstrate clear written and oral communication skills
- Ability to work in a crisis oriented organization
- Ability to prioritize
- Understandings of confidentiality practices

PREFERRED REQUIREMENTS:

- Completion 40-hour Sexual Assault Advocacy Training preferred
- 2 years or more experience working with sexual assault victims and survivors
- Prior experience with non-profit organizations

MINIMAL PHYSICAL REQUIREMENTS:

- Ability to lift, carry, push and/or pull up to 50 lbs.
- Ability to file documents
- Ability to enter data into a computer
- Ability to interact verbally with internal and external audiences

OTHER REQUIREMENTS:

- Maintain regularly scheduled office hours
- Ability to work varying hours as required by the position
- Willing to carry a cell phone and have on-call duties
- Willing to travel between program sites
- Willing and able to travel within service region
- Participate in monthly team meetings
- Keep appropriate records (work logs, timesheets, mileage, expenses, etc.)
- Understand and comply with agency policies
- Report weekly to supervisor
- Attend Board of Director meetings when requested
- Attend 15 hours of related training annually

This position description will be reviewed periodically and adjusted according to organization need.

HOPE Coalition is an Equal Opportunity / Affirmative Action Employer and will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.