

JOB TITLE:	Sexual Assault Services Outreach Advocate
DEPARTMENT:	Sexual Assault Services Program
STARTING PAY:	\$16.36/hr
HOURS:	40 hours per week
FLSA STATUS:	Non-Exempt Employee
IMMEDIATE SUPERVISOR:	Sexual Assault Services Coordinator
MOST RECENTLY REVISED:	2/25/19

### **Position Summary:**

This position will be responsible for increasing awareness of issues related to sexual assault by educating the community at large, as well as culturally and linguistically specific communities about existing intervention and services. .

### **Essential Functions:**

- Provide direct services to survivors of Sexual Assault in the form of advocacy, counseling, and group work in accordance with Safe House Center's policies and mission. Maintain assigned case load.
- Assist in the development and implementation of outreach efforts geared towards community agencies serving LEP & underserved survivors of sexual assault..
- Assist in the production of agency material for LEP survivors of sexual assault.
- Staff the 24hour on-call Sexual Assault Response Team during business hours, weeknights and weekends as assigned. Arrange for transportation to fulfill on-call responsibilities within specified timeframes.Be able to respond to Washtenaw County hospitals and jail within 30 minutes.
- Assist in the promotion of sexual assault services through public speaking and tabling engagements.
- This position mandates a minimum age of 21 years due to insurance requirements for on-call responsibilities.
- This position requires written and oral fluency in English as well as either Spanish, Arabic or Mandarin Chinese.
- This position is based at the agency but requires the ability to travel locally on a regular basis in own vehicle.

### **Duties and Responsibilities:**

- Work collaboratively with each client to determine their strengths, challenges and goals. Provide appropriate referrals and resources.
- Facilitate support group as assigned.
- Document all services provided for, with or on behalf of clients.
- Assist in the training, support and supervision of program volunteers.
- Assist with other duties as assigned.
- Act as a liaison between SafeHouse Center, our clients and community members.
- Abide by confidentiality policy at all times.
- Report any knowledge or suspicion of child abuse and/or neglect.

### **Working Environment & Physical Requirements:**

- This position primarily works in an office environment and requires frequent sitting, standing and walking.
- Staff may occasionally be required to travel locally and regionally in agency or own vehicle to attend conferences or other related events.
- This position requires flexibility in scheduling and job function as some services require 24 hour coverage including during popular holiday times (most notably – but not necessarily limited to – the time around Thanksgiving, Christmas and New Year's).
- This position requires a valid driver's license and the ability to obtain vehicle insurance.

### **Qualifications:**

- Bachelor's Degree in human services field or two years' experience in a human services field.
- Demonstrated skill in writing, speaking, interpersonal communication, and teamwork
- Competency in crisis management
- Understanding of and sensitivity to the unique circumstances of underserved populations and to survivors of domestic violence and sexual assault
- Fluency in language(s) other than English preferred
- Public speaking and training facilitation experience preferred