

HOPE HOUSE OF SOUTH CENTRAL WISCONSIN, INC.
Job Description

POSITION: Sexual Assault Advocate

STATUS: Full time, Benefits Eligible

REPORTS TO: Sexual Assault Program Manager

POSITION SUMMARY:

Advocate provides immediate crisis intervention services to respond to the health and safety of clients; supportive counseling to improve clients coping skills, overall functioning, and ability to make decisions during stressful times; and provides other emergency services that are intended to restore the client's sense of dignity and self-esteem.

RESPONSIBILITIES:

Client Services

- Provide crisis intervention/crisis response services including assessing safety and risk factors. Facilitate access to emergency care, shelter, and support services.
- Provide information, support and resources to help sexual assault victims make informed choices.
- Provide education on issues related to sexual violence including trauma, coping strategies, healing from abuse, etc.
- Answer Hope House's 24-hour crisis/helpline as scheduled
- Make appropriate referrals for community based services (i.e. law enforcement, SANE, physical and mental health services, crime victims' compensation, public health, victim witness, schools, social services, etc.)
- Provide advocacy and accompaniment as needed or requested.
- Provide follow-up services for program participants.
- Plan, coordinate, implement and facilitate support groups for sexual assault survivors focusing on choices, safety, personal wellness, coping skills and healthy relationships.

Systems Advocacy

- Identify and create community partnerships/alliances with individuals, agencies and organizations that may have contact with victims/survivors.
- Actively participate in Coordinated Community Response Teams, Sexual Assault Response Teams, Community Networking Groups, I-Teams and other on-going formal networks of local stakeholders to ensure communication and collaboration between Hope House and other systems.
- Participate in training opportunities for law enforcement, health care providers, judicial officials and human services to provide education on issues related to sexual assault.

Awareness and Education

- Publicize and promote knowledge of Hope House services and provide information on how to access services among the public, community services providers, law enforcement, health care providers, etc.
- Participate in community events and activities to increase awareness of sexual assault and inform how to access Hope House services.

On Call Rotation

- Respond to requests from hospitals, health care providers, law enforcement and human services departments to provide direct client services for victims/survivors. Provide accompaniment for victims/survivors as requested.
- Respond to law enforcement requests for advocacy services including victim interviews, Lethality Assessment Protocols, and faxed/email referrals.
- Provide emergency transportation to clients entering shelter when safe to do so and no other option is available.
- Provide shelter shift coverage on-site in the event the staff regularly scheduled is not able to work.

QUALIFICATIONS:

Education/Experience:

- Preferred candidates will have a Bachelor's Degree in Criminal Justice, Women's Studies or related field, or relevant work experience.
- Knowledge of social service, welfare, mental health and justice systems pertinent to the needs of abused persons or willingness to learn.
- Experience and desire to work with diverse populations.
- Ability to maintain confidentiality is required.
- This position has scheduled work hours, but some flexibility is required in scheduling.
- A valid drivers license is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear, walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to smell.
- The employee must occasionally lift and/or move up to 50 lbs.
- Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK CONDITIONS:

The work conditions for this job description are:

- This position is based at the Resource Center in Baraboo. Travel throughout the 5 county service area and Dane county is required occasionally.
- Access to reliable transportation and travel are required to perform essential duties. Must maintain valid Wisconsin driver's license. Obtains and maintains the required motor vehicle liability insurance requirements and an acceptable motor vehicle record.
- Must pass criminal background check.
- Flexible work hours are required to accommodate for after-hours/weekend on call response, client services, meetings and community events.

This information indicates the general nature of work and level of responsibility for this position. It is not intended to be a comprehensive list of duties and responsibilities. Hope House strives for a fully inclusive work environment and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, familial or marital status, and/or with regard to public assistance or any other characteristic. Hope House is an Equal Opportunity Employer.