

# RURAL SEXUAL ASSAULT ADVOCATE

## JOB DESCRIPTION

Requirement of all  
Employees

**CURRENT EMPLOYEE:** To Be Hired





**IMMEDIATE SUPERVISOR:** Executive Director & Healthy Relationship Program Director

### FAIR LABOR STANDARDS ACT (FLSA)

Classification: Exempt status

**WORK LOCATION:** Bolivar, Leflore, Holmes, Humphreys, Sunflower, and Washington Counties.

### VICTIMS TO BE SERVED:


-  Victims of Sexual Assault (All Ages) primarily
-  Victims of Domestic/Dating Violence
-  Stalking
-  Sex Trafficking

**FUNDING SOURCES:** Rural Grant 100%


**HOURS:** 40 hours per week, full-time position with benefits (Weekly hours will sometimes include weekend hours and nights) Rotating crisis call monitoring

**SALARY** - \$27,000 to 32,000 starting salary






### EDUCATION:

-  Degree in social services, human development and family studies, education or community health services or related field preferred.

### EXPERIENCE:

-  Three-year full-time experience as a social worker or related field

### Minimum Qualifications

-  Must effectively develop/deliver appropriate presentations to audiences of all ages.
-  Ability to listen, accurately assess client needs and manage diversity without bias.
-  Solid written and verbal communication skills.
-  Computer literate with the ability to operate standard office equipment and software.
-  Ability to work some evening and weekend hours as needed-required.

**Background Checks:** All employees must pass child abuse and neglect central registry screening, preemployment drug testing and criminal background checks; All employees must complete a drug test during pre-screening. Employees are required to maintain confidentiality to protect victims. As a result, an extensive background check of work history and education will be conducted prior to hiring.

**Training:** All new employees are required to receive 40 hours of crisis intervention and trauma informed care training. All continuous employees are required to receive at least 20 hours of crisis intervention and trauma informed care training.

**Mandated reporters:** All employees are mandated reporters. Your work will have you in contact with vulnerable individuals and you have a legal duty to report abuse. While advocates generally keep victims' information confidential, they must legally report certain information, including threats victims make against others (or threats others make against the victim); threats of self-harm; and observed or suspected child neglect or abuse.

**Special requirements of all employees:** All contacts with clients will be kept confidential and all employees will be expected to sign a statement of confidentiality understanding that they may be terminated if confidentiality is violated. Evaluations of employees will be completed every 12 months. New hire evaluation will be every 3 months during the first year of employment.








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### POSITION SUMMARY:














This position will perform a wide variety of duties including but not limited to direct support and advocacy for victims of sexual assault, assisting with the daily operations of advocacy services, and ensuring that all data and client documentation is appropriately and confidentially maintained.

### MINIMUM QUALIFICATIONS

-  Leadership ability, including demonstrated capacity to supervise staff;
-  Ability to relate to individuals and groups;
-  Knowledge of community organizations in the human service field and understanding of community organization, including underlying social and economic forces;
-  Understanding and ability in therapeutic and casework modalities;
-  Possession of a valid Mississippi Driver's license, an automobile that can be used during working hours, and adequate insurance;
-  Master's Degree in the human service field and two years' experience working in the human service field; and,
-  Possession of a license in the stated field.


### ESSENTIAL FUNCTIONS:

#### Sexual Assault Advocate is expected to:




-  Behave ethically and professionally
-  Demonstrate excellent communication and typing skills
-  Must be the ability to work independent with limited supervision.
-  Can work with diverse populations
-  Can collaborate well with others, since they interact with professionals from many different social service and government agencies
-  Have emotional resilience and stability since the work often involves dealing with crises
-  Have develop physical, sensory, and cognitive abilities
-  Have knowledge in caring for clients in different developmental stages throughout the life cycle
-  Communicate effectively both verbally and in writing
-  Maintain consistent attendance is required to assure that the client facilities' needs, and survivor's needs are met
-  Comply with all client facilities' policies, procedures, and practices
-  Comply with all policies and to uphold our standards of excellence while on assignment in the field with the client; and,
-  Assure that clients, volunteers, and staff are treated with respect and dignity regardless of race, ethnic background, gender, or socioeconomic background.

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-  Ability to perceive individual needs of victims of domestic violence and conceptualized these needs in terms of emotion wellbeing and development of human growth and then introduce program opportunities which meet individual needs and enhance the quality of life for the clientele.









### Support Group Services

-  Assist with moderating the online support services
-  Conduct group and individual sessions
-  Manage solid relationships with agencies and partners for support and group referrals





### Community Education and Outreach

-  Participate in outreach/consultation services in the community
-  Conduct presentations that promote services
-  Schedule special events (i.e., bowling, movies, art therapy) for victims
-  Build relationships with partner agencies and institutions to expand target communities.
-  Maintain programmatic related data collection.
-  Prepare monthly calendar schedule of educational presentations to targeted audiences about sexual assault prevention
-  Coordinate outreach presentations throughout the 6-county service area

### Client's Care

-  Provide individual and group counseling
-  Conduct social summaries on all clients
-  Advocate for and empower clients to maintain a level of control over their wellness
-  Provide trauma informed and evidence-based materials for the clients; Manage case load of client referred by advocates and Director
-  Provide crisis intervention, assess, and coordinate protective services issues
-  Document interventions in client's case files
-  Assist with completing monthly statistical reports
-  All other duties as assigned.






### Public Relationship

-  Maintain knowledge of resources available in the area community
-  Interact with community agencies involved in the wellness plan for clients
-  Promote positive working relationships with community agencies and with other social services agencies
-  Assist with providing training in domestic violence dynamics, danger assessments and ethics for law enforcement trainings



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**Specific duties may include, but are not limited to the following:**

-  Develop and maintain thorough knowledge of referral resources throughout the service area of the agency
-  Maintain up-to-date knowledge of Medicare, Medicaid, and other third-party resources for client
-  Maintain accurate and timely records, according to facility's policy
-  Provide positive empowering relations with clients, their children, and extended family and,
-  Adheres to all company policies

### **Additional Duties**

-  Participate in the implementation of the grants' goals and objectives.
-  All other duties assigned by the Executive Director and Program Director

### **Working Conditions:**

The Sexual Assault Advocate must understand and accept the possibility of exposure to inside environmental conditions, such as noise, infectious/communicable diseases, blood and bloodborne diseases, chemicals and/or chemical fumes, odors, gases, and dusts. There is also the possibility of physical injury/verbal abuse from an out-of-control client and/or visitor. Frequent exposures to distressed clients, families, or visitors

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Signature of Employee/

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Date

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Signature of Executive Director /Dr. Patricia Ann Davenport

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Date