

SACRED HEART CENTER
Job Description for *Sexual Assault Advocate/Coordinator*

Summary of the Position:

The sexual assault advocate/coordinator is responsible for working with victims of sexual assault including providing giving support throughout the court process; accompany them to tribal, state and federal court. Coordinate and set up monthly meeting of the Rape Crisis Team and the Sexual Assault Response Team.

Accountability:

Reports directly to the Director of the Sacred Heart Center Family Violence Services/Women's Shelter.

Qualifications:

Minimum of a two-year associates degree; work experience may be considered in lieu of associates degree. Must be at least 21 years old.

Must possess excellent written and oral communication skills.

Must be proficient with Microsoft Outlook and Microsoft Office Suite.

Must pass child abuse and neglect central registry screening, criminal background checks, pre-employment drug testing and tuberculosis screening.

Must have a valid driver's license and home telephone.

Must possess skills to be empathetic, nonjudgmental, supportive, respectful and empowering in working sexual assault victims.

Must be knowledgeable of the dynamics of sexual assault and be able to respond appropriately in crisis situations.

Must be willing to adhere to the philosophy, mission and policies of the Sacred Heart Center.

Must be capable of working collaboratively with others and other agencies.

Primary Responsibilities:

Respond to crisis calls involving sexual assault.

Work directly with victims of sexual assault in providing support, the full realm of advocacy, referrals and

Work with first responders to sexual assault (emergency room, police, etc.) in ensuring that victims receive respectful and appropriate services and information.

Act as liaison for victims of sexual assault with other agencies and with tribal, state, and federal criminal justice agencies and keep victims updated on the status of their cases and any criminal proceedings.

Prepare protection/restraining orders and other paperwork including victim assistance compensation.

Networking with and making referrals to other agencies that could assist the victims.

Responsible for monthly, quarterly and annual reporting of all grant activity including statistics relating to services provided, the numbers served and gathering and classifying other relevant data and statistics.

Adhering to and enforcing Sacred Heart Center /Women's Shelter policies.

Physical Demands:

Ability to lift 25 lbs.

Other Requirements:

Must have the ability to manage time effectively and complete multiple tasks with minimal supervision.

Maintain personnel and client confidentiality.

Maintain a professional appearance and demeanor.

Must partake in training and professional development opportunities which may require in-state or out-state travel.

This list of primary responsibilities is not intended to be exhaustive; Sacred Heart Center reserves the right to revise this job description as needed to comply with actual job requirements.