**SACRED HEART CENTER**

Job Description for **Sexual Assault Project 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. Develop and implement healing opportunities for victims. Develop and implement SASP specific outreach to communities.

A**ccountability**

* Family Violence Services Director

**Qualifications:**

* Minimum of a two-year associates degree; work experience may be considered in lieu of Associates degree.
* 1-2 years experience as an Advocate preferred
* Must be at least 21 years old.
* Must be knowledgeable of the dynamics of sexual assault and be able to respond appropriately in crisis situations.

**Responsibilities:**

1. Develop and implement healing opportunities for victims.
2. Develop and implement outreach to communities specific to sexual assault victims.
3. Development, production, and dissemination of SASP specific brochures, flyers, posters, etc.
4. Work directly with victims of sexual assault in providing support, the full realm of advocacy, referrals
5. Work with first responders to sexual assault (emergency room, police, etc.) in ensuring that victims receive respectful and appropriate services and information.
6. 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.
7. Prepare protection/restraining orders and other paperwork including victim assistance compensation.
8. 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.
9. Adhering to and enforcing Sacred Heart Center /Women’s Shelter policies.
10. Must have the ability to manage time effectively and complete multiple tasks with minimal supervision.
11. Must partake in training and professional development opportunities which may require in-state or out-state travel.

**Physical Demands:**

* Must be able to lift 25 lbs.

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.