

# **Sexual Assault Services Sexual Assault Advocate Job Description**

<b>Title:</b> Sexual Assault Advocate	<b>Status:</b> Full Time
<b>Department:</b> FVPSA	<b>Issue Date:</b> 7/23/2024
<b>Reports to:</b> Executive Director	<b>Exempt/Non-Exempt:</b> Exempt
<b>Approval:</b> 7/23/24	<b>Wages:</b> \$43680.00 Annually

## **Section 1. Position Purpose**

The Sexual Assault Advocate assists in providing victims and their families of sexual violence with crisis intervention, support, and resources.

## **Section 2. Education, Experience, and Skills Requirements**

- Associates degree or two years' experience in victim services.
- Must be a Certified 40-hour Sexual Assault Advocate in accordance with MN stat. 595.02 (subdivision 1 (k)) and Office of Justice Program guidelines within two months of hire.
- Knowledge of family violence dynamics, sexual assault, and local community resources helpful.
- Knowledge of local, state, and federal laws pertaining to victims of sexual assault.
- Experience in designing and conducting training for small and large groups; public speaking, presentations, and facilitation.
- Ability to maintain confidentiality and abide by ethical behavior, good communication skills.
- Ability to maintain accurate and confidential statistical data collection
- Fluent in oral and written communication.

## **Section 3. Responsibilities for Sexual Assault Advocates**

- Advocate is responsible for providing support services and resources for victims of Sexual violence.
- Advocate must participate in a 24-hour 7 day a week on call schedule, provide crisis response, support, one to one advocacy, legal advocacy, resource sharing, information and referrals, limited/preapproved transportation to victims of sexual assault.
- Maintain accurate statistical records for program data collection and reports.
- Develop trusting helping relationships and to work effectively with individuals and families from diverse racial, ethnic, and socioeconomic backgrounds.
- Required to intervene in crisis situations, using sound professional judgment, ethical practice, and common sense.
- Work cooperatively with medical, social service, law enforcement, and legal personnel on behalf of victims.
- Facilitate/Co-facilitate support groups for victims of sexual violence.
- Assist in designing and conducting training for small and large groups, public speaking, presentation, and facilitation skills.

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## Section 4. Interpersonal Relations and Contacts

- Must provide Trauma Informed, Victim Centered services.
- Information exchanges often involve issues in which the parties involved may have different objectives. Incumbents must be able to present information in a persuasive or compelling fashion.
- Effective exchanges may require motivating, directing, or otherwise exerting positive influence on another.
- Compromise and concession making may be required to accomplish the desired objectives.
- Must be able to maintain a professional demeanor and poise in situations requiring tactful and appropriate use of authority.
- Must be able to establish relationships with individuals built on trust and confidence.
- Must maintain strict confidentiality of all victims, families, and program information.
- Professional boundaries between client and counselor must always be maintained.

## Section 5. Working Conditions

- Nature of work is such that incumbent experiences periods of moderate stress levels while dealing with victims, family members and others.
- Moderate threat of personal danger or risk, although advocacy for victims could put advocate at risk.
- Local travel is limited.

## Section 6. Special Considerations

Requires a current driver's license, reliable personal transportation, and proof of current insurance coverage.

Must pass a criminal records check.

May be subjected to drug testing upon request.

Employment for this position is secured through the duration of the supporting grant(s).

Please email our Executive Director, Heidi Fairchild at [heidi@sasmn.org](mailto:heidi@sasmn.org) with your resume or to inquire about this position.