

**Sexual Assault Services Inc.  
Sexual Assault Community Advocate Job Description**

<b>Title:</b> Sexual Assault Community Advocate	<b>Issue Date:</b> 6/19/2024
<b>Department:</b> VOCA/Hallett Grant	<b>Approval Date:</b> 6/19/2024
<b>Reports To:</b> Executive Director	<b>Exempt/Non-exempt:</b> Exempt
<b>Wage:</b> \$43680.00- \$45760.00	

**Sexual Assault Community Advocate**

**PRINCIPAL RESPONSIBILITIES:**

The Sexual Assault Services Community Advocate provides direct support services to sexual assault survivors and other members affected by the assault. This position is responsible for updating all SAS social media platforms including SAS webpage. Responsible for providing communication and training to all SAS staff on social media platforms. Stay abreast of new technologies, platforms, and tools to enhance services and abilities of SAS staff. The Community Advocate assists with group facilitation, community events, prevention, and fund raising. Ensures compliance with all agency policies and procedures and compiles data for grant reports.

**REQUIRED QUALIFICATIONS:**

**Education/Experience:**

- Certified 40-hour Sexual Assault Advocacy Training in accordance with MN stat. 595.02 (subdivision 1 (k)) and OJP guidelines.
- 2-year associate's degree in human services, sociology, psychology, Criminal Justice, or related social or behavioral science with two year's experience working with sexual assault victims. Applicants without an associate's degree must have at least 2 years of specialized work experience providing SA Services, plus 100 hours of Advanced Sexual Assault Related Training.
- Group facilitation experience.
- Experience in conducting training for small and large groups; public speaking, presentation, and facilitation skills
- Must be skilled in Microsoft Word, Excel, and Power Point.
- Must have knowledge in different social media platforms, Web page data entry, and ability to learn new technology.

- Knowledge of family violence dynamics, sexual assault, local community resources, and federal and state laws pertaining to sexual assault and family law. Ability to maintain accurate statistical framework for program data collection and reports.
- Able to intervene in crisis situations, using sound professional judgment, ethical practice, and common sense.
- Capability to work cooperatively with medical, social service, law enforcement, and legal personnel on behalf of victims.

### **Desired Qualifications:**

- Ability to understand, be sensitive to, and have empathy for victims. Ability to develop trusting relationships and to work effectively with individuals and families from diverse racial, ethnic, and socioeconomic backgrounds.
- Skilled in oral and written communication.
- Knowledge of Microsoft Office Suite. Skilled in the use of office software applications to prepare reports and use software to develop information; able to enter data in required reports.
- Knowledge of local, state, and federal laws pertaining to victims of sexual assault.

### **Decision Making and Problem Solving**

Problems encountered are typically similar in nature, the circumstances may vary somewhat. Established guidelines, practices, and procedures generally define alternative solutions. Decision-making is typically selected from a known set of alternatives. Acts independently within scope of normal duties and responsibilities and performs under limited supervision.

### **Typical decisions and problems include:**

- Decisions regarding the application of SAS policies, procedures, and regulations.
- Decisions regarding the content of educational programs and training victims, systems, and community members.

### **Authority and Responsibility**

- Follow the SAS personnel policies, procedures, and rules.
- Assist in the success of the grant's goals and objectives.
- Maintain the confidentiality of all victims and their records.
- Understand and perform duties of the Sexual Assault Advocates.
- Work as a liaison for victim/survivors and systems practitioners.
- Facilitation of the Sexual Assault Support groups.
- Maintain good working relationships with community programs.
- Initiates meetings with systems to address identified gaps in services.
- Oversees and participates in monitoring sexual assault court cases.
- Educates the criminal justice system of sexual assault issues that promote victim safety and offender accountability.

- Aid in filing Orders for Protection.
- Assist victims with Restitution/Reparations.
- Provides victims with limited transportation as needed.
- Accompany victims through court appearances.
- Provides crisis intervention to victims of sexual assault addressing immediate and long-term needs.
- Refers the victim to community agencies and other resources such as shelters, job training and financial assistance programs.
- Provides victims with information on legal services available for their protection, safety, and support.
- Maintains records of activities associated with the program and prepares for mid-year and annual grant reports.
- Assist in community Education and awareness.
- Participate in community events (may be after normal work hours or weekends).
- Networks with other service providers to stay abreast of ongoing efforts to address victim assistance programs.
- Participates in on-call phone 24-hour availability.
- Maintain an awareness of current laws and regulations related to sexual assault.
- Advocate for changes in laws, regulations, systems, and other mechanisms that impede progress on ending sexual violence.
- Assist in the creation of the program's promotional materials for public distribution.
- Other duties as assigned by the Executive Director.

#### **Section 5. Interpersonal Relations and Contacts**

- Must maintain strict confidentiality of all victims, families, and program information.
- Information exchanges often involve issues in which the parties involved may have different objectives. The incumbent must be able to present information in a clear and credible manner.
- Compromise and concession making may be required to accomplish the desired objectives.
- Must represent the SAS Program in a positive manner.
- Must maintain a professional demeanor and poise in situations requiring tactful and appropriate use of authority.
- Must establish relationships with individuals built on trust and confidence.

#### **Section 6. Working Conditions**

- Nature of work is such that incumbent experiences periods of moderate stress levels while dealing with staff, victims, family members, system workers and others.
- Office hours are generally 8:30 to 4:30, Monday through Friday, but may be required to respond to after-hour calls to handle emergencies.
- Ability to maintain filing systems.
- Ability to enter and retrieve information from computer systems.

- Moderate threat of personal danger or risk, advocacy for victims may put incumbent at risk.

## **Section 7. Special Considerations**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

- Must have a valid driver's license, reliable personal transportation, and proof of current insurance coverage.
- Must pass a criminal background check.
- May be subjected to drug testing upon request.
- Employment for this position is secured through the duration of the awarded grant(s).