



Sexual Assault Victim Advocate #1 Job Description

Job Title: Sexual Assault Victim Advocate #1
Position Type: Full-time
Classification: FLSA Non-Exempt
Reports To: Assistant Director/ Advocate Support Specialist

Position Overview: The Sexual Assault Victim Advocate is responsible for providing support and advocacy services to victims of sexual assault and domestic violence that contact Center for Domestic Peace. The advocate will provide victim relief and manage various client services such as assessing client needs, case management, hotline coverage, supportive counseling, and crisis counseling. The Sexual Assault Victim Advocate will serve as a primary Rape Crisis Companion. As needed, they will also serve as a Court Advocate which will require the possession of a valid driver's license. The advocate will assist with training, project management, and outreach materials regarding victim services. Organization and documentation of client information is also required from the advocate as needed.

Mandatory Training:

- 20-hr Crisis Counseling/Dynamics of Domestic Violence and additional Sexual Assault Training Offered by Center for Domestic Peace.

Project Work Description:

- Serve as a primary, initial point of contact and advocate for victims of sexual assault
- Serve as a primary Rape Crisis Companion that will accompany victims to the hospital
- Develop rapport and maintain contact with sexual assault victims; assess their need for supportive services
- Provide direct client services including intakes, hotline coverage, crisis counseling, information/referrals, developing safety plans, supportive counseling, assessing needs, goal setting, case management, facilitating peer support groups (with proper credentials), and some transportation as needed
- As needed, serve as a Court Advocate in providing information, accompaniment, Victim Compensation assistance, and other court advocacy duties
- Assists in the development and implementation of all CDP activities, with a focus on victim services
- Facilitate coordination of community collaboration on behalf of CDP
- Assist in the research, development, and distribution of informational and outreach materials specific to victim services
- Receive training and education to ensure knowledge of best practices in providing services and development of policy and procedures in working with victims
- Assist in the training and utilization of project volunteers
- Responsible for maintaining documentation in client files and database as well as other necessary programmatic information as requested
- Other duties as assigned by supervisor

Minimum Qualifications:



- Minimum 2-year degree in relevant human services field or 1-2 years of experience in relevant human services field(s)
- Possess or obtain valid driver's license (a driving record check will be conducted) and maintain a valid license along with required liability insurance throughout period of employment

Skills/Attributes:

- Computer skills with knowledge of Word and Excel
- Good understanding of the dynamics of domestic violence and victim advocacy/care
- Excellent organizational skills
- Able to express empathy, show patience towards victims, and maintain a nonjudgmental attitude
- Possess interpersonal skills, be an active listener, and have a strong attention to detail to allow for victims to be helped the best way possible

Essential Functions:

- Supportive and understanding of the philosophy and mission of Center for Domestic Peace
- Able to express empathy, show patience towards victims, and maintain a nonjudgmental attitude
- Possess interpersonal skills, be an active listener, and have a strong attention to detail to allow for victims to be helped the best way possible
- Computer skills with knowledge of Word and Excel
- Possess strong leadership skills; will need to manage difficult situations with confidence
- Able to follow supervisor instructions and CDP policies and procedures
- Able to work independently

Physical Demands:

- The employee is regularly required to sit; talk or hear, in person and by telephone; use hands/fingers to handle, feel or operate standard office equipment; and reach with hands and arms.
- Employees are occasionally required to walk and stand and lift and move records and documents weighing 20 pounds or less. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

- Frequent travel is required across service areas including Jackson and surrounding counties.
- When not traveling, the incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

Equal Opportunity Employer

- The Center for Domestic Peace is an Equal Opportunity. All qualified applicants will receive consideration for employment without regard to race; color; religion; sex; sexual orientation; gender identity or expression; national



origin; age; disability; genetic information; political affiliation; National Guard or veteran status, consistent with applicable federal, state and local laws, and regulations. Persons with disabilities requiring accommodations in the application and interview process please call (828) 586-1237.

Revised 12/8/22

The Mission of Center for Domestic Peace is to end interpersonal violence in the community through prevention, intervention, and educational services.