



## **Sexual Assault Lead Advocate**

**POSITION SUMMARY:** To provide support and advocacy to survivors of sexual assault.

### **QUALIFICATIONS:**

- Bachelor's Degree in Psychology, Women's Studies or related field preferred.
- Minimum one year working with people in crisis.
- Understanding of sexual assault, oppression and related issues.
- If you are required to drive a Community Works vehicle for your position: you must have a good driving record and a valid driver's license.
- If you are required to drive your personal vehicle for agency business more than 3 times an average month for your position: you must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Must successfully pass a Background and Abuse Check.

### **SKILLS AND ABILITIES:**

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Must be culturally competent and sensitive.
- Understanding of domestic violence, sexual assault, oppression, and related issues.
- Able to work effectively in high stress environments with adults and children.
- Ability to value diverse populations and be inclusive with clients, staff, volunteers and community members.
- Ability to establish and maintain frequent positive communication with team members, share information willingly, accept and provide feedback in a supportive, non-judgmental manner.
- Conviction about the capacity for people to change and grow.
- Exercise patience, understanding and compassion in dealing with clients, co-workers and community members.
- Knowledgeable about the legal and civil rights relevant to serving survivors of sexual assault.
- Knowledgeable about the social and cultural characteristics of the service population.
- Able to handle confidential information with integrity.
- Ability to set and maintain limits.
- Good organizational and time management skills.
- Good interpersonal skills and conflict resolution skills.
- Ability to function with minimal supervision, take initiative and act creatively.
- Strong public speaking skills helpful.
- Ability to collaborate with community partners.

**ESSENTIAL FUNCTIONS:** (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

- Promote the Agency in a positive manner to fellow employees, to our volunteers, and to people in the community.
- Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
- Maintain a positive, professional demeanor.

- Provide peer support, information, referral, advocacy and crisis intervention counseling by phone and in person to survivors of sexual assault.
- Provide follow-up services to survivors of sexual assault.
- Provide on-call coverage, up to one week a month, for the Sexual Assault Hospital Response Program.
- Attend scheduled agency, partner and community meetings that are related to this position.
- Submit completed sexual assault reports and other reports as needed.
- Position may require transportation of clients.
- Other duties as assigned.

Position Name: Sexual Assault & Domestic Violence Advocate- Main Office

Department: Community Advocacy Services, Advocacy Services

Supervisor: Program Manager

Revision Date:

FTE: 1                       Exempt     Non-Exempt

Position #:

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.

Please include the position name and position number  
in the subject line of your email and in your cover letter.

For open positions, check our website at [www.community-works.org](http://www.community-works.org)

**Community Works is an Equal Opportunity Employer**