



Serving victims of domestic violence, sexual assault, and child abuse

Job Title: On-call Victim Advocate

Reports to: Sexual Assault Coordinator

Job Summary:

This position is responsible for providing trauma informed supportive advocacy and accompaniment services to victims of domestic and sexual violence.

Qualifications:

****NOTE:** The requirements listed below are the minimum levels of knowledge, skills, and abilities

Education and Experience:

- Completion of one (1) year of college-level coursework in a related field or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position
- Experience working with individuals in crisis – experience with trauma victims preferred
- Awareness and interest in the impact of domestic violence, sexual assault, and other relevant issues on the Safe Passage service population

Licenses / Other Requirements:

- Valid driver's license, valid insurance, and access to a vehicle
- Access to reliable phone service
- Criminal Background, History, and Child Abuse Clearances

Physical Requirements:

****NOTE:** Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties.

- Communicate in person and over the telephone
- Read printed materials and a computer screen
- Ability to lift and carry materials weighing up to 25 pounds
- Ability to work in a standard office setting and use standard office equipment, including a computer
- Attend meetings at various sites away from and within the agency

Competencies at entry:

- Engagement and de-escalation skills
- Ability to maintain composure in high-stress / crisis situations
- Ability to remain non-judgmental and non-directive
- Team-oriented
- Organized
- Effective communication with co-workers, superiors, the general public, representatives of public/private organizations, and others
- Using initiative and independent judgement within established policy and procedure guidelines

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Key Duties:

****NOTE:** This description in no way states or implies these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and perform other job-related duties/tasks requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities

- Completion of 25 hours Volunteer Training Program.
- Completion of 8 hour Medical Advocate training.
- Completion of shadowing of hospital accompaniment, with Safe Passage staff / volunteers
- Provide trauma-informed supportive advocacy and accompaniment to victims of domestic violence and sexual assault
- Provide resources to other personnel during any phase of the hospital accompaniment process
- Report all client information to Safe Passage Sexual Assault Coordinator or their designee the next working day after client contact
- Complete all required documentation
- Contact supervisor regarding issues related to reporting child abuse or self-harm
- Ten (10) hours of in service training each year
- Attend quarterly meetings with SPI staff / volunteers
- Signing and adhering to confidentiality pledge.
- Adherence to the philosophy, goals and policies of Safe Passage.

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