

## POSITION POSTING: Sexual Assault Services Advocate

**Position Date:** September 10, 2021

**Position Title:** Sexual Assault Services Advocate

**Classification:** Nonexempt, Full-Time

**Reports to:** Sexual Assault Services Director

**Primary Worksite:** Garnet Health Medical Center - Catskills, Sullivan County

**Anticipated Start Date:** October 1, 2021

**Fearless!** (formerly known as Safe Homes of Orange County) is a not-for-profit 501(c) (3), which has grown from a grassroots, small group of committed individuals in 1986 to an organization, leader, and resource in the field of intimate partner violence and human trafficking advocacy and services provision. Our many programs include a Family Justice Center, Rape Crisis Center, emergency shelters, legal program, anti-trafficking program, individual and group support, advocacy, therapeutic counseling, Risk Reduction Response Programs, systems-based advocacy and collaboration, community education and outreach, throughout Orange and Sullivan Counties.

### **Role Summary:**

The Sexual Assault Services Advocate is primarily responsible for providing empathic, nonjudgmental support and direct services to victims/survivors of intersecting forms of violence and abuse, specifically sexual violence, abuse, and assault, and for supporting prevention focused education and outreach within the local community. In addition, this position is required to provide on-call coverage for rape crisis response to hospitals and law enforcement agencies in Sullivan County.

**Duties and Responsibilities** (shall include but not be limited to):

### ***Essential Areas of Work***

- Provide culturally-informed, trauma-responsive crisis intervention, and nonjudgmental, supportive hotline counseling, assessments, and intake interviews for hotline callers, walk-in clients, and other referred individuals.
- Proactively provide comprehensive services to victims/survivors of sexual assault, including, but not limited to:
  - Individual and/or group supportive counseling;
  - Advocacy and accompaniment, including assistance in preparing court documents, and accessing support and services through other agencies;
  - Safety planning and risk assessment;
  - Follow-up contact, as safe and appropriate, and outreach; and
  - Information and referrals to outside agencies and providers (i.e.,: legal, housing, transportation and economic options).
- Provide accompaniment and systems advocacy during Forensic Rape Exams at local hospitals, with police agencies, in interaction with the District Attorney's Office and Child Advocacy Center, and for court proceedings. In addition, accompaniment and advocacy may be necessary with probation and other community or social services agencies.
- Assist clients in exploring options regarding the legal system, housing, economic/financial, etc.
- Support prevention focused education and outreach within various schools and communities.
- Provide clients with information regarding the NYS Office of Victims Services, assist with filing applications for OVS compensation, and serve as a liaison between clients and OVS.
- Provide on-call advocacy outside of traditional business hours, as scheduled.

### ***Program-Related***

- Attend and actively participate in regular supervision with the Sexual Assault Services Director.
- Attend and actively participate in program-specific and agency-wide staff/team meetings.
- Attend and actively participate in webinars, in-service trainings, and external trainings, as appropriate.
- Maintain NYS Rape Crisis Certification via successful completion of mandatory continuing education and training requirements.
- Provide on-call support outside of traditional business hours, as scheduled, and
- Attend and actively participate in awareness month activities and agency events for clients.
- Actively participate in maintaining a clean, welcoming environment throughout the agency.

### ***Administrative***

- Maintain the confidentiality of clients, staff, volunteers, and agency information. Exceptions include information pertaining to child abuse, danger to self or others, or in response to an authorized release of information.
- Adhere to agency policies and protocols related to the security of electronic client service records. Maintain the highest levels of accuracy in record-keeping and reporting, ensuring that all client records and documentation of work activities are complete and up-to-date and submitted to supervisor, as directed.

- Ensure timely response and follow up to email communication and voicemail messages.

### ***Organizational Relationships***

- Contribute toward fostering inclusive and supportive work environments throughout the agency.
- Work closely and collaboratively with Sexual Assault Services Director and other supervisory staff, as appropriate, to understand and accomplish position responsibilities.
- Work closely and collaboratively with agency staff within the Family Justice Center, residential settings, and collocated office spaces.
- Work closely and collaboratively with community partner organizations while supporting client advocacy needs.

### ***Other***

- Other duties as assigned by immediate and/or other supervisors.
- Staff members are encouraged to be flexible and responsive to changes in scope of duties.

**Work hours:** 40 hours per week; Monday through Friday with flexibility around evenings, weekends and holidays; primarily business hours with evening shifts required; and participation in a 24/7 on-call rotation, including evenings and weekends.

### **Requirements:**

- 4-year degree in human services, criminal justice, social work, or related field, or equivalent work experience in providing direct crisis counseling and/or advocacy services to victims/survivors of intersecting forms of violence and abuse.
- NYS Rape Crisis Certification to work as a Rape/Sexual Assault Crisis Counselor/Advocate is required, or must be obtained immediately upon hire.
- Direct experience in navigating legal systems, social services, and other community resources is preferred, and demonstrate effective communication with law enforcement, medical staff, community agencies, and diverse populations.
- Understand and work from a feminist philosophy of empowerment, and support agency mission.
- Commitment to working from an anti-oppression, harm-reduction, and trauma-responsive approach; and to social change through active participation in working towards ending gender-based violence, racism, classism, sexism, ageism, homophobia, ableism, and all forms of oppression.
- Commitment to expanding own analysis and knowledge about the role racial equity plays in society, and to building and/or deepening own commitment to racial equity work.
- Ability to work independently as well as cooperatively with a team, with a willingness to appreciate different points of view and problem solve in a constructive manner.
- Investment in ongoing professional growth and development, learning, and skill-building.
- Possess strong written and oral communication, organizational and time management skills.
- Model and uphold appropriate boundaries in work with clients, co-workers, supervisor, and community.
- Ability to maintain effective working relationships with others, communicate as needed and exhibit patience and understanding toward client population being served.
- Demonstrate strong assessment skills and judgment with the ability to make timely and sound decisions.
- Experience working with diverse populations and seeks understanding of cultural differences.
- Physical demands include, but are not limited to: long periods of sitting, standing, walking, and/or driving as well as lifting up to 50 pounds, and navigating stairs.
- Experience with technology and ability to navigate Microsoft Office products, Zoom, Teams and other database applications.
- A valid, insurable driver's license and transportation is required.
- Travel extensively between the agency's office sites and other locations throughout the service region.

**Desired:** Bilingual/bicultural candidates strongly encouraged to apply.

**Conditions of Employment:** All jobs contingent upon successful completion of certain background checks which, unless prohibited by applicable law, may include criminal history, employment verification, education verification, DMV checks (for driving positions), State Central Registry, State Exclusion List, and fingerprinting.

### **NO PHONE CALLS PLEASE.**

Applicants may email, mail, or fax resume **with** cover letter, describing your interest in this position.

**Subject line must read: Sexual Assault Services Advocate**

**Email: [jobs@fearlesshv.org](mailto:jobs@fearlesshv.org)**

Fearless! Hudson Valley is an equal opportunity employer committed to a diverse, culturally inclusive work environment and prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender and identity, disability, and national origin in employment and delivery of services. All are encouraged to apply.

This description reflects the principal functions of the job for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements of the job nor shall be construed as giving exclusive responsibility for every function described.