

End Violent Encounters (EVE) Tri-County Sexual Assault Advocate

Part time (28 hours) at \$14 per hour

Work location: Dewitt, MI; travel expected to locations within Clinton, Eaton, and Ingham Counties

Summary of Functions:

The Tri-County Sexual Assault Advocate serves as a resource to survivors of sexual assault for advocacy, safety planning, crisis intervention assistance, and referrals to community resources. This position will help support client caseload for EVE's Ingham, Eaton, and Clinton County advocates. This position will need to network with law enforcement, prosecution staff, court staff, and other victim service provider agencies within the tri-county area to provide information about services and get referrals.

The Tri-County Sexual Assault Advocate's office will be located in Dewitt, MI. However, this is a mobile position that will assist with clients in Clinton, Eaton and Ingham Counties and will require a vehicle (mileage is reimbursable) to accommodate survivor needs. This position will work closely with the Clinton, Eaton, and Ingham County Sexual Assault Advocates and assist with their cases as required.

The Sexual Assault Advocate will demonstrate compassion and role model the agency philosophy of empowerment in all interactions with survivors who seek services and is a member of the Sexual Assault Advocacy Team reporting to the Sexual Assault Advocacy Coordinator.

Characteristic Duties:

- Provide legal advocacy with Personal Protection Orders and with criminal cases, including providing support to survivors at hearings.
- Provide information on the Crime Victims Services Compensation program to each victim; assist with application process.
- Provide appropriate referrals to EVE Inc., Friend of the Court, Legal Aid, prosecutor's office, police, and other community organizations.
- Develop and maintain effective communication and positive relations with court personnel, attorneys, law enforcement, and judges. Respond in a timely manner to requests for information and support.
- Provide information on the Crime Victims Services Compensation program to each victim; assist with the application process
- Make appropriate referrals for both EVE's internal support services and outside agencies
- Advocate on behalf of survivors with area agencies, programs, employers, landlords, medical professionals, law enforcement, legal professionals, and others as requested

- Conduct follow up contacts with client referrals who have completed a SANE (Sexual Assault Nurse Exam) with an EVE Medical Advocate
- Maintain updated resource materials for use of agency staff
- Uphold victim/survivor confidentiality laws (VAWA 2005); adhere to agency policy
- Adhere to agency safety and security rules and procedures to maintain the safety of individuals utilizing agency services
- Mentor Advocacy Program volunteers and interns
- Attend educational and networking meetings on behalf of the agency as appropriate
- Solicit client input through distribution of Sexual Assault Advocacy Feedback Forms
- Exhibit professional standards in interactions with clients and staff
- Any other duties assigned

Position Qualifications:

Education/Experience: Bachelor's Degree in Counseling, Social Work, Family Ecology, Women's Studies or related field, or 1 to 3 years of experience working with victims of domestic or sexual violence.

Required Skills/Abilities:

- Perform characteristic duties as outlined in the position description
- Knowledge of Sexual Violence, Trauma Informed Care, Power and Control Dynamics, and Cross Cultural Awareness
- Ability to demonstrate empathy, problem solving, empowerment, and conflict resolution skills
- Ability to work with diverse populations
- Ability to participate as a positive, supportive team member
- Ability to be honest and courteous in all interactions
- Ability to maintain professional boundaries
- Possess strong verbal, written, and general computer skills; ability to use computer for report writing, data collection, and other job expectations
- Ability to organize and prioritize
- Pass a criminal background check Possess a valid Michigan Driver's License

To apply, please e-mail your cover letter and resume to Rachel Swedburg at rswedburg@eveinc.org .