

EVE, Inc.
Position Description
Sexual Assault Advocate

Full time at \$13 per/hour
Work location: Charlotte, MI

Summary of Functions

The Sexual Assault Advocate serves as a resource to victims of sexual assault for crisis intervention assistance, medical advocacy, safety planning and referrals to community resources; provides follow up case management services to victims who leave shelter to address continuing needs. The Sexual Assault Advocate may provide on-site services at the PPO office, DVSU and other designated, non-traditional, safe sites to assure accessibility for victims; provide court support and advocates with community providers on behalf of victims; provide information and brochures on Crime Victims Compensation to victims and assists with applications.

The Sexual Assault Advocate will represent the agency at certain community meetings that pertain to the development of resources available to victims; assist with crisis line work as assigned

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

Characteristic Duties

- Provide and coordinate volunteers for 24 hour medical advocacy
- Respond to crisis line callers using empathy; provide emotional support
- Assess safe housing needs with victim; need for personal protection order to stay safely in current residence
- Meet or speak on the telephone with victims to assess areas of potential need: safety planning, housing, legal, medical and financial; provide the needed resources
- Assist with personal protection orders and/or court support as requested
- 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 resident with area agencies, programs, employers, landlords and others as requested
- Conduct follow up contacts with ex-residents of the shelter; providing support and addressing needs
- Arrange for non-residents to access the agency's support services and communicate arrangements to appropriate staff
- Maintain updated resources materials for use of agency staff
- Uphold victim/survivor confidentiality laws (VAWA 2005); adhere to agency policy

- Adhere to agency safety, security rules and procedures to maintain safety of individuals utilizing agency services
- Provide crisis line coverage as scheduled
- Mentor Advocacy Program volunteers
- Attend educational and networking meetings on behalf of the agency as assigned
- 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 3 to 5 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 Intimate Partner Violence and the Power and Control Wheel
 Sensitivity to and knowledge of the problems of survivors and their children
 Ability to demonstrate empathy skills, problem solving and conflict resolution skills
 Ability to work with diverse population
 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, writing and general computer skills: use computer for report writing, data collection/meet job expectations
 Ability to organize and prioritize

Pass a criminal background check
Possess a valid Michigan Driver's License

To apply e-mail your cover letter and resume to kdwyer@ingham.org by June 6.