

EVE, Inc. (End Violent Encounters)

Job Title: Medical Advocacy Coordinator

Classification: Full-time and hourly with benefits, exempt under FLSA

Preferred Education and Experience: Education: Bachelor's Degree in Counseling, Social Work, Women's Studies or related field. Equivalent experience would be considered. Work Experience with survivors of sexual assault or other violent crimes.

Expected Hours of Work: Flexible schedule; part of on-call rotation, including evening, weekend, and holiday coverage is *required*. In office hours are flexible, generally between 8am-6pm, Monday-Friday.

Work Location: Office is located in Dewitt, MI; travel within Clinton, Eaton, and Ingham County expected (mileage to be reimbursed according to agency policy). On-call response to Sparrow Hospital in Lansing. Hybrid work environment an option after a 90-day probationary period.

Pay Range: Starting at \$20/ hour

Supervisor: Director of Advocacy Programs

Summary of Functions

The Medical Advocacy Coordinator serves as an agent to directly oversee the development and day-to-day operations of the Medical Advocacy program EVE offers. Additionally, the MA Coordinator will oversee the volunteer medical advocates and ensure the SANE Program is consistent and compatible with community needs.

The MA Coordinator will represent the agency at certain community meetings that pertain to the Medical Advocacy program and SANE Program. This position will facilitate the empowerment-based training of medical advocates, along with provide them supervision throughout their volunteer term.

Characteristic Duties:

- Coordinate volunteer medical advocates for 24-hour medical advocacy program.
- Coordinate scheduling of 24/7 advocacy response to Sparrow Hospital.
- Develop training for medical advocates, holding such training regularly to ensure adequate coverage of on-call schedule.
- Be part of on-call rotation, including responding directly to hospital and being back-up for volunteer advocates who need additional support or guidance.
- Adhere to agency safety, security rules and procedures to maintain safety of individuals utilizing agency services.
- Attend educational and networking meetings on behalf of the agency as assigned.

- Work closely with SANE staff and other hospital staff to streamline on-call procedures and ensure the SANE exam process protects the rights of survivors and is empowerment-based and trauma-informed.
- Ensure brochures and EVE literature are up to date and stocked at the hospital.
- Coordinate with outreach team on marketing for the Medical Advocacy Program.
- Ensure that survivors are getting follow up from advocates after MA call.
- Have a small caseload of clients as needed.
- Exhibit professional standards in interactions with clients and staff.
- Crisis-line shifts as needed.
- Other duties as assigned.

Medical Advocacy Coordinator Requirements

- Perform characteristic duties as outlined in the position description.
- Knowledge of SANE procedures and the role that Medical Advocates
- Ability to manage and lead a team of advocates to provide a 24/7 advocacy response
- Ability to network within the community and represent EVE with community partners
- Demonstrates the ability to exercise sound judgment when evaluating situations and making independent decisions in a crisis-filled atmosphere.
- Demonstrates the ability to communicate verbally and is an effective administrator who demonstrates aptitude with administrative duties
- Ability to be compassionate while understanding the importance of personal neutrality when working with on a case
- Must be able to maintain confidentiality.
- Problem-solving and conflict-resolution skills
- Ability to work with a 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 and written skills 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 please email your resume and cover letter to Brenna Hudgens at bhudgens@eveinc.org.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____