

Center Against Sexual and Family Violence
Job Description

Title: Advocate SA-DV
Supervisor: Associate Director for Client Advocacy
Funding: 57% SAPCS-State; 43% HHSC;
Status: Non-Exempt

Scope of Duties:

Plan, implement, and monitor a comprehensive plan of action to ensure the safety and well-being of family violence and sexual assault victims. Services in this plan of action include, but are not limited to intake, safety planning, hospital accompaniment, assisting and advocating for the client in community systems, promoting the clients' access to opportunities to attain self-sufficiency, assisting with access to appropriate health care, and incorporating follow-up actions to assist clients in their efforts to attain a violence free life style.

Perform other duties as assigned. Evening and weekend work will be required.

Essential Job Functions:

1. Conduct a comprehensive written intake, assessment, safety plan, and service plan with clients.
2. Advocate, assist in referrals and follow-up on access for clients within the various community systems (medical, social, criminal justice, etc.)
3. Provide hospital accompaniment to support sexual assault survivors during sexual assault examinations, 2 shifts **per month**, of which one is evening or weekend.
4. Support and follow up with clients regularly as they work to attain their goals.
5. Attend and participate in staff meetings, case staffing meetings, and any other meetings required to maintain and improve client services.
6. Ensure that a comprehensive written assessment, service plan, safety plan, case notes and all other required documentation are included in each client's file.
7. Be familiar with legal services, resources, and procedures available to victims in each county where service is provided.
8. Develop and implement group sessions for clients, utilizing best-practices model for intervention and prevention of family violence and/or sexual assault.
9. Become very familiar with and abide by CASFV's policies and procedures and Texas laws pertaining to family violence, sexual assault and child abuse.
10. In a timely manner comply with and compile statistics as required by CASFV's data system and other data bases required for funding sources. . Maintain current case notes, files and other required client documentation.
11. Provide training on sexual assault services related to adults.
12. Perform general office tasks including, but not limited to, answering and directing telephone calls, filing, faxing, and typing.
13. Keep current records and statistics on activities, case notes, and maintenance of child files, including inputting data into Osnum data system.
14. Answer Hopeline calls. Make and document referrals to community resources.
15. Prepare statistical reports and collection of data, e.g. monthly reports, as required.
16. Notify Operations and Technology Directors of any needed equipment or facility repairs or maintenance.
17. Other duties as assigned.

Other duties as assigned.

1. Assist and/or serve as contact person for Texas RioGrande Legal Aid which may include completing legal intakes, attending meetings, and participating in trainings.
2. Supervise volunteers and/or interns which may be assigned. Work closely with Volunteer Coordinator to assure volunteer/intern tasks are assigned appropriately, orientation provided and evaluation process completed.
3. May assist administration in identifying potential funding sources.
4. Increase the Center’s visibility in the community by attending assigned meetings and participating on behalf of the agency.
5. Make community presentations on an on-call basis.

Minimum Qualifications:

Bachelor’s Degree in social work or related field **OR** 5 years’ experience in a similar position that can support the successful performance of the job will be considered. Computer proficiency in Microsoft applications. Must be fluent in Spanish and English. Must have own transportation, valid Texas driver’s license, and current insurance. Must agree to Criminal History Background check. Must complete required sexual assault advocate training and pass test within 2 months of employment.

Knowledge, Abilities, and Skills:

- Knowledge of dynamics of family relationships, sexual relationships and other interpersonal relationships.
- Working knowledge of Texas law pertaining to family violence and sexual violence, as well as the medical and justice system responses to family and sexual violence.
- Highly developed interpersonal skills.
- Highly developed written and verbal communication skills. Ability to conduct effective group sessions.
- Deliver presentations before public groups.
- Knowledge of working with volunteers, developing and organizing systems and people.
- Ability to develop positive relationships with individuals in the community.
- Proficiency in basic computer applications.
- Excellent follow-through and proven skills.
- Should be creative, articulate, and diplomatic.
- Ability to work independently as well as part of a team.
- Strong self-starter who feels comfortable taking the initiative in problem solving in order to meet the needs of clients
- Willingness to work flexible and irregular hours during peak periods.

This job description should not be construed to imply that these requirements are the only duties, responsibilities, and qualifications for this job. Incumbent may be required to follow any additional related instructions, acquire related job skills, and perform other related work. It is understood that during peak/critical times, staff may be asked to perform other duties not specifically outlined in their job description.

I have read and understood the DV/SA Advocate job description and am able to perform all functions described.

Signature _____ Date _____