

**Center Against Sexual and Family Violence
Job Description**

Title: Advocate FRC #3 – Outreach Facilitator
Supervisor: Community Relations Director
Status: Non-Exempt, Full-time – 1FTE
Funding: 16% SAPCS-State; 84% VOCA

Scope of Duties:

The Outreach Facilitator is responsible for facilitating outreach presentations for the general public and special populations in the El Paso, Hudspeth and Culberson counties for the purpose of informing sexual assault (16% SAPCS- State) and domestic violence (84% VOCA) survivors about services and support. S/He will be responsible for facilitation of presentations that are culturally and linguistically sensitive to adults, youth and special populations identified by the agency, such as LGBTQ, at-risk youth, elderly, and persons with disabilities to build awareness about violence and services in our agency. Duties include identifying groups for outreach services through agency advocates, partners and at-risk populations, providing advocacy for victims who make an outcry, to include but are not limited to intakes, assessments, support groups, advocacy, crisis intervention, emergency transportation, legal advocacy, community education and presentations. S/He will provide individual and group sessions both in English and Spanish focused on identifying clients in need of services. Other duties will be performed as assigned. Evening and weekend work is required.

Essential Goals and Objectives:

1. Coordinate, promote, and execute outreach projects and activities to promote CASFV Sexual Assault (16% SAPCS- State) and Domestic Violence (84% VOCA) services with the intent of increasing the number of individuals who seek assistance.
2. Contribute to the active and ongoing promotion of CASFV's programs and services at schools, health fairs, community organizations and the general public for the purposes of identifying potential clients in need of services.
3. Provides crisis intervention, safety planning, information/referral to survivors of domestic violence and sexual assault as needed during outreach activities.
4. Protect, enforce and ensure increased awareness of clients' rights, entitlements, resources and services during hospital accompaniment for survivors of sexual assault.
5. Provide hospital accompaniment for survivors of sexual assault. On-call assignments for hospital accompaniment often includes weekend and/or night visits. This position will be placed on call roster a minimum of two shifts monthly, one weekend and one weekly.
6. Assist with continued development, coordination and provision of Advocacy Training of staff and volunteers, and other trainings as necessary.
7. Be familiar with legal services, resources, and procedures available to SA and DV victims.
8. Learn, follow, and implement CASFV guidelines and policies in reference to specific programs as well as related outreach materials and group activities for participants.
9. Increase CASFV's visibility in the community by attending assigned meetings and participating on behalf of agency.
10. Maintain current records and statistics on activities, case notes, and maintenance of files to include general data collection, statistical reports, monthly reports, etc.
11. Follow protocols for handling mandatory reporting of child abuse/neglect cases.

12. Perform general office tasks including, but not limited to, answering and directing telephone calls, filing, faxing, and typing.
13. Process and document referrals for community resources.
14. Coordinate outreach presentations as necessary with Community Relations Director, Volunteer Coordinator, and Sexual Assault Coordinator.
15. Represent the agency in a positive manner at all times.
16. Other duties as assigned.

Knowledge, Abilities, and Skills:

1. Enjoy ongoing challenge of incorporating and implementing fresh ideas and projects with vision toward building a stronger community-wide organization.
2. Exceptional interpersonal, written, and oral communication skills; considerable knowledge of English and Spanish grammar, spelling, and punctuation.
3. Ability to relate well to people of all ages from all walks of life.
4. Exceptional organization skills and multi-project management skills; ability to plan, prioritize, and organize own workload and meet deadlines.
5. Ability to work independently and as part of a team; excellent follow-through.
6. Effective public speaker; ability to prepare presentations, write press releases, and coordinate press conferences and interact with the media.
7. Strong proficiency in basic computer applications, including MS Word, Excel, PowerPoint, and Publisher.
8. Should be creative, articulate, and diplomatic.
9. Willingness to work flexible and irregular hours.

Minimum Qualifications:

Bachelor's Degree in social work or related field. Minimum of two years of experience in sexual assault, domestic violence or related fields. Bilingual English/Spanish and writing skills are required. Computer proficiency in Microsoft applications. Must have own transportation, valid Texas driver's license, and current insurance.

This job description does not imply that these requirements are the only duties, responsibilities, and qualification for this job. Incumbent may be required to follow any additional instructions, acquire related job skills, and perform related work.

I have read and understood the Client Service Specialist – Shelter job description and am able to perform the functions described.

Signature: _____ Date: _____