

Family Crisis Center of East Texas

(Women's Shelter of East Texas, Inc.)

Job Description

Job Title: Campus Advocate
Dept. /Program: Victim Services Program
Reports To: Program Director
FLSA Status: Non-Exempt
Approved By: Executive Director
Approval Date: May 2015

POSITION SUMMARY

Plans, coordinates, and implements the agency's victim assistance services to residential and non-residential victims of domestic violence and sexual assault including students, faculty and staff of Stephen F. Austin State University (SFASU). Primary work location will be at the Outreach Office located in the SFASU Health Clinic.

Provides sexual assault prevention education programs/trainings throughout service area.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Provides crisis intervention case management, safety planning, information/referral and follow-up counseling to victims of sexual assault and domestic violence.

Provides on-call coverage for hospital accompaniments.

Provides a "Legal Needs Assessment" for resident and nonresident clients that are victims of sexual assault and family violence.

Advocates for services within the judicial system for sexual assault and family violence victims.

Accompanies victims to court appearances, law enforcement agencies and/or protective order hearings.

Provides client intake for face-to-face nonresident victims seeking services.

Screens resident and nonresident victims for protective order and emergency protective order eligibility. Assists victim with service application form.

Provides medical accompaniment for medical needs that are a result of sexual abuse.

Assists victims in securing evidence and historical records relating to incidents of personal assault and/or abuse.

Record timely and appropriate documentation in agency client record system to reflect delivery of services.

Provides training to professional groups that may include, but are not limited to, law enforcement, medical professionals, members of the judiciary, district attorneys, clergy, and teachers designed to impact their skills while interacting with victims/survivors.

Provides training and workshops on family violence and sexual assault and services to Stephen F. Austin State University students, faculty and staff as needed.

Implements the agency's primary prevention plan to:

reduce attitudes, beliefs, and behaviors supportive of sexual violence (Individual Level)

Increase interventions to change attitudes, beliefs, and behaviors supportive of sexual violence (Relationship Level)

Conducts primary prevention approved activities as appropriate such as, but not limited to, primary prevention educational sessions for students in middle and high school settings, college/university students, parents, university employees and/or youth not in school settings

Coordinates efforts to engage the community in primary prevention strategies and activities

Utilize complimentary strategies for coalition building with a common goal of preventing sexual violence, through the Sexual Assault Violence Education (SAVE) Coalitions, as it applies to all service counties, and through social norms change.

Provides structured education utilizing curriculum that provides age and culturally appropriate presentations about sexual assault to groups of students in grades kindergarten through twelve and post-secondary/college. Presentations will be delivered to students served by systems which include, but are not limited to, schools systems, social and service organizations, and religious organizations.

Provides training about sexual assault to volunteers designed to impact their skills while interacting with victims/survivors and thereby enhance their recovery.

Assist with public awareness campaigns that may include, but not be limited to, public service announcements, newspapers articles, press coverage of awareness events and activities designed to connect crime victims to needed services to enhance their recovery.

Completes required paper work to document educational services provided and grant compliance.

Attends primary prevention training as needed and required by the OAG

Agency Responsibilities

In accordance with the philosophy of the agency, may be required to carry out or assist with other tasks in addition to the duties listed above

Believes in, promotes and acts in accordance with the agency's mission and goals

Provides community education presentations

PERFORMANCE MEASUREMENTS

Gathers and compiles statistics for program performance measure review and monitoring

Ensure compliance in quality of services and grant standards

Assists the Executive Director and other key staff with short and long term goal setting, related to strategic and general program planning

MISCELLANEOUS:

Attends and participates in agency staff meetings and other agency functions as directed by Supervisor and/or Executive Director

Attends conferences as directed by Supervisor and/or Executive Director

Other duties as assigned by Supervisor and/or Executive Director

Believes in, promotes and acts in accordance with the agency's mission

This position is funded by a grant and is subject to elimination if the grant funding ends.

SUPERVISORY RESPONSIBILITIES

Provides on-site supervision to volunteers and/or student interns assigned to the outreach area as needed

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and the ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, TRAINING AND/OR EXPERIENCE

Bachelor's degree in criminal justice, social work, behavioral science, social science business, or related field preferred. Three (3) years experience in coordinating/managing services for victims of domestic violence/sexual assault, community relations, and social

service or media relations preferred. Experience as a supervisor preferred. Knowledge of crisis intervention, social work theory and ethics preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to make appropriate presentations to community groups and other service providers. Ability to write accurately and concisely for client file documentation, staff information, material for general public and to prepare manuals, handbooks and/or pamphlets for promoting the victim assistance services of WSET. Bilingual skills in English/Spanish preferred.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as addition, subtraction, multiplication and division, as it applies to practical situations.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to organize workloads and set priorities to carry out assigned tasks in a timely manner. Ability to manage multiple duties. Ability to demonstrate discretion and common sense.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain a valid Class C Texas Drivers License and proof of current insurance. Must have and maintain an acceptable criminal record check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job requires frequent prolonged sitting, walking and standing. Frequent telephone contact. Frequent local travel.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasional exposure to communicable diseases. Occasional exposure to violent, abusive individuals.

SIGNATURE BLOCKS

I Acknowledge receipt of the above job description.

Employee

Date

I have reviewed the job description with the employee.

Supervisor

Date