



## TESSA JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Teller County Rural Victim Advocate</b>
<b>REPORTS TO:</b>	Advocacy Manager
<b>TIME REQUIREMENT:</b>	Full-Time   40 Hours/Week   Exempt
<b>LOCATION:</b>	Cripple Creek, Colorado   Aspen Mine Center

**SYNOPSIS:** The person in this position is responsible for providing rural domestic and sexual violence victims (adults and children) with advocacy, information and referrals, and education. S/he is also responsible for implementing professional training and increasing community awareness on the issue of sexual assault, domestic violence, teen dating violence, and stalking.

### **PROGRAMS & CLIENT SERVICES:**

#### CONFIDENTIAL ADVOCACY

- Provide crisis intervention, information, safety planning, community resource referrals, and support in person and via telephone to survivors of domestic and sexual violence.
- Meet ongoing needs of victims: provide victims with information on their rights and the court process; determine survivor's goals and objectives and support their efforts to achieve them through education, procurement of Orders for Protection, resource referrals, court support, etc. as desired by the client.
- Work cooperatively with other agencies and individuals involved with the client to assure comprehensive service delivery to the survivor and, if applicable, their children.
- Monitor court hearings and outcomes and maintain communication with victims regarding their perpetrator's case, their ongoing need for services and referrals, and satisfaction with outcomes.
- Maintain appropriate documentation.
- Provide referrals to and facilitate transportation and relocation to safe shelter when appropriate.
- Facilitate DoVE (Domestic Violence Education) Groups.

#### COMMUNITY EDUCATION & TRAINING

- Develop knowledge and expertise regarding domestic and sexual violence.
- Develop and implement strategies for addressing community awareness and intervention gaps.
- Develop and maintain evidenced-based training curricula, materials, and associated evaluation tools related to family and sexual violence.
- Develop multicultural services, programming, and outreach as appropriate.
- Conduct domestic violence/sexual assault/teen dating violence/stalking prevention/intervention training and/or education tailored to the needs of the audience.
- Oversee the training/education evaluation process: data collection, analysis, reporting, program adjustment/modification based on results
- Deliver programs and services in a manner that is respectful and sensitive to the recipient's cultural experience.
- Understand department/grant objectives and how they relate to the goals of the agency.
- Prevent, identify, and work to remove discriminatory barriers in services provided.



- Work closely with the Teller County community leaders to create professional training to improve collective responses to sexual assault/domestic violence/teen dating violence/stalking geared toward improving offender accountability and survivor safety.
- Build relationships with key community leaders including law enforcement, Department of Social Services staff, faith leaders, county health department staff, educators and administrators, the business community, courthouse personnel and elected officials in the county.

#### RECORD KEEPING

- Completes appropriate notes for each client contact.
- Maintains client records in a timely and accurate manner.
- Communicates and follows up on necessary information.
- Collects and compiles client statistics for program management and grant reporting.

#### GENERAL

- Treats clients with respect, dignity, and empathy.
- Develop knowledge and expertise regarding domestic violence and sexual assault.
- Deliver programs and services in a manner that is respectful and sensitive to clients' cultural experiences.
- Develop multicultural services, programming, and outreach as appropriate.
- Prevent, identify, and remove discriminatory barriers in services provided.
- Understands department objectives and how they relate to the goals of the agency.
- Provide emergency assistance and community referrals to clients when appropriate.
- Provide education and information to the client to support informed choices.

#### CULTURAL INCLUSIVITY

- Recognize that we hold attitudes and beliefs that can detrimentally influence our perceptions of and interactions with individuals who are diverse from ourselves.
- Recognize the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity.
- Apply the principles of multiculturalism and diversity in training and staff development.
- Apply culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members.
- Use organizational change processes to support culturally informed organizational policies & procedures.

#### OTHER

- Commit to TESSA's organizational mission, vision, and operating philosophy.
- Keep updated on professional development.
- Attend staff and other relevant meetings, trainings, and in-services as assigned.
- Other duties and projects as requested by supervisor or Executive Director.

#### **QUALIFICATIONS AND REQUIREMENTS:**

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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- B.A. or B.S. Degree
- Two years relevant experience (Confidential Victim Advocacy; working within judicial/legal/social service systems; etc.)
- Knowledge of sexual assault and domestic violence issues and experience working with DVSA victims.
- Equivalent combination of education and/or experience may be considered
- Displays a positive attitude, works well with others, and accepts direction well.
- Excellent organizational, communication (verbal and written), problem solving, listening and interpersonal skills.
- Attention to detail.
- Able to work well in stressful and emotionally taxing circumstances and engage in effective self care.
- Ability to empathize, encourage and guide.
- Available to work evenings or weekends when necessary.
- Able to independently use a computer for word documents, spreadsheets, presentations, email, internet research, data entry and data management.
- Valid driver's license and car insurance.
- Must be willing to complete background checks.
- Ability to read, write and speak English.
- Possess vision and hearing sufficient to work on a computer, on the telephone and in person.
- Ability to lift 50lbs intermittently.
- Fluency in Spanish and/or ASL preferred.

**The following experience/knowledge is not required but helpful:**

- Background in direct services for battered women or sexual assault programming.
- Familiarity the criminal and civil court system.
- Experience in policy development.
- Experience in community organizing.

**TESSA is an equal opportunity employer.**

**For Application Instructions Visit:  
[www.TESSAcs.org/about-tessa/employment](http://www.TESSAcs.org/about-tessa/employment)**

**This job is open until filled.  
Official review of applications will begin on June 20, 2018**