

TESSA JOB DESCRIPTION

JOB TITLE:	Rural Victim Advocate
REPORT TO:	Advocacy Manager
TIME REQUIREMENT:	40 hours per week
LOCATION:	Aspen Mine Center - Cripple Creek, CO Calhan, Colorado Community Outreach Center

SYNOPSIS: This position has an emphasis on sexual assault and stalking is responsible for providing rural (adults and children) with advocacy, information and referrals, and education. They are also responsible for implementing professional training and increasing community awareness on the issue of sexual assault and stalking.

PROGRAMS AND CLIENT SERVICES

CONFIDENTIAL ADVOCACY

- Provide crisis intervention, information, safety planning,
- Facilitate contact with arrest and non-arrest Sexual Assault and Stalking victims following the response of cooperative law enforcement agencies to calls for assistance.
- Complete contextual analysis; determine need(s) for further assistance; 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.
- As requested by victims communicate on their behalf with law enforcement, prosecutors and other systems personnel, when requested.
- 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 (Sexual Assault and Stalking Education) Groups.

COMMUNITY EDUCATION & TRAINING

- Develop knowledge and expertise regarding Sexual Assault and Stalking.
- 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 violence.
- Develop multicultural services, programming, and outreach as appropriate.
- Conduct sexual assault and 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.
- Understands department/grant objectives and how they relate to the goals of the agency.
- Prevents, identifies, and removes discriminatory barriers in services provided.
- Work closely with the Teller County community leaders to create professional training to improve collective responses to sexual assault and stalking geared toward improving offender accountability and survivor safety
- Building 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.
- Facilitate quarterly coordinate communicate meetings focus on the rural response to sexual assault and stalking.

RECORD KEEPING

- Completes consultation 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.

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.

- Must be able to work with children of all ages and with those who have experienced significant trauma.
- Bachelors of Social Work Degree or Bachelor's degree in relevant field.
- Two years relevant experience; equivalent combination of education and/or experience may be considered.
- Excellent organizational, communication (verbal and written), problem solving, listening and inter-personal skills.
- Attention to detail.
- Ability to empathize, encourage and guide.
- Available to work weekends, evenings as required.
- Displays a positive attitude, works well with others, and accepts direction well.
- Able to work well in stressful and emotionally taxing circumstances and engage in effective self-care.
- Able to independently use a computer for Word documents, spreadsheets, presentations, email, internet research, data entry and data management.
- Possess vision and hearing sufficient to work on a computer, on the telephone and in person.
- Ability to lift 50lbs, intermittently.
- Valid driver's license and car insurance.
- Must be willing to complete background checks.
- Ability to read, write and speak English.
- Fluency in Spanish and/or ASL preferred.
- CPR Training preferred

TESSA is an equal opportunity employer.

First review of applications 4/10/19
www.TESSAcs.org/about-tessa/employment