**JOB DESCRIPTION**

**SEXUAL ABUSE VICTIMS ADVOCATE**

**SUMMARY-**

The Sexual Abuse Victims Advocate is responsible for the coordination of activities and programs within their respective county (ies) and will assist with the outreach activities to diverse populations and coordination of programs and service to these populations.

**PERFORMANCE RESPONSIBILITIES-**

General Administration

* Comply with all CAASA policies and procedures
* Assist in policy and procedure development
* Is responsible to the Sexual Abuse Services Coordinator and Executive Director

Programs

* Provide crisis counseling and advocacy for victims of sexual assault
* Complete all necessary intake forms and assessments
* Complete all necessary statistical reporting forms and input
* Complete and maintain appropriate documentation of client contacts
* Facilitate support groups for victims of sexual assault and significant others
* Advocate for victims within criminal justice, medical and social systems
* Coordinate sexual abuse prevention education programs in their respective county schools
* Carry phone for on call, during work hours and periodic crisis line coverage as determined by a rotating schedule
* Assist with recruiting and training of volunteers as needed
* Assist with CAASA volunteer activities
* Recruit volunteers from within minority population

Education/Community Involvement

* Perform, coordinate and maintain awareness of agency services, networking with area service providers, and eliciting support for CAASA through public speaking and participation in regional activities and fund raising.
* Coordinate community outreach programs within service area and assist other staff with their activities as needed
* Work with schools providing education and information as it relates to prevention of childhood sexual abuse

Personnel

* Attend staff meetings and when possible board meetings
* Participate in ongoing continuing education
* Assist other staff as needed

Other

* Coordinate and implement fundraising events in county(s)
* Other duties as directed

**QUALIFICATIONS-**

Personal Qualities

* Demonstrate understanding and commitment to sexual assault issues
* Maintain confidentiality
* Adhere to the code of ethics established by CAASA and IowaCASA
* Able to work flexible hours
* Be able to work well in a team atmosphere
* Possess good verbal and written communication skills
* Self-directed, flexible, assertive and diplomatic
* Reliability and punctuality
* Maintain professional appearance at all times when representing CAASA
* Ability to work with people of diverse racial, cultural and ethnic groups
* Function effectively in crisis situations or tense, emotional situations
* Access to a reliable vehicle with a valid driver’s license and proof of insurance
* Ability to travel and transport clients
* Good organizational skills
* Office skills, including computer literacy, or willingness to learn same

Education/Experience

* Prefer B.S. or B.A. in social service field and experience, but will also consider equivalent work and life experience
* Paid or volunteer human service experience preferred but not required
* Completed background checks from DCI and the Department of Human services
* Must complete Victim Counselor Training

Must obtain and maintain IowaCASA sexual assault certification within one year of employment