HOPE HARBOR
POSITION DESCRIPTION

JOB TITLE: Victim Advocate **PART-TIME**
NON-EXEMPT

SUPERVISOR: Director of Clinical Services

The Victim Advocate provides comprehensive, trauma-informed support to survivors of sexual assault and other forms of victimization through case management, crisis intervention, legal advocacy, and community engagement. This position assists survivors in navigating immediate needs, accessing community resources, understanding the criminal justice system, and connecting with appropriate clinical and support services. This position is mentored by the Lead Victim Advocate on criminal and civil justice proceedings and processes assist in related service provisions. The Director of Clinical Services will provide direct supervision and oversight of daily activities.

RESPONSIBILITIES

1. **Provision of Direct Service**
   Case Management (50% of position)
   - Follow-up with individuals who give permission following emergency medical advocacy and crisis line calls.
   - Provide crisis intervention, referrals, and information services on the telephone and in person.
   - Coordinate services and follow-up on referrals made to community partners
   - Accept referrals and/or requests for service and enter information in Collaborate.
   - Develop and provide clients with a plan to assist in dealing with the immediate problems which arise as a result of the victimization.
   - Gather personal information relative to perspective clients for follow up.
   - Conduct initial intake of clients transitioning to the Clinical Department and complete appropriate paperwork and permissions to treat.
   - Actively participate in Clinical Team Meetings for client assignment, consultation, discussion, and program development and improvements.
   - Enhance the referral guide to include additional information about financial, medical, mental health, social services, and other resources for the referral of survivors in collaboration with the Service Coordinator and Community Outreach Coordinator.

   Legal Advocacy/Crisis Intervention (30% of Position)
   - Provide legal advocacy to survivors and/or support systems by accompanying to court or meetings with law enforcement, attorneys, or other criminal justice professionals.
   - Educate survivors and/or support systems about the criminal justice system (i.e., investigative process, grand jury process, court process) including through in-person tours and visits.

- Assist survivor with writing victim impact statements.
- Assist survivors in the process of filing for interpersonal and/or emergency protective orders.
- Facilitate communication between/among agencies involved with survivors and/or support systems.
- Attend Kentucky Association of Sexual Assault Programs Advocacy Networking meetings for updates and training.
- Attend and actively participate in Advocacy Department meetings.
- Respond to crisis calls/texts during office hours and/or medical advocacy requests when available.
- Participate in the on-call back-up rotation for the crisis intervention program including 24/7 hotline and medical advocacy services.
- Provide crisis intervention services for survivors at detention centers as requested.

Community Engagement (10% of position)

- Build relationships with community partners in Barren River Area Development District to increase referrals for services. Actions include emails, phone calls, meetings, providing Hope Harbor information, pamphlets, and/or referral forms, and attendance at partner sponsored community events.
- Provide support for groups and presentations for justice involved and recovery populations as requested by the Director of Advocacy or Director of Clinical Services.

2. **Administrative Responsibilities (5% of Position)**
   - Maintain appropriate statistical/service information daily in the shared excel form to be reviewed by the Administrative Program Assistant.
   - Maintain clear documentation of client interactions and services within designated time frame.
   - Attend bi-monthly staff meetings.
   - Maintain appropriate records of community meetings and engagement programs scheduled and presented, and the demographic information for each program presented.

3. **Other Duties (5% of Position)**
   - Travel to satellite offices, schools, or other community partner locations to provide crisis intervention, legal advocacy, and/or community engagement activities.
   - Other duties assigned by the Director of Clinical Services, Director of Advocacy, and/or Executive Director.

PRIOR QUALIFICATIONS

- Bachelor's Degree from an accredited college or university in the preferred areas of Criminal Justice/Criminology or Human Services.

- Advanced understanding of civil and criminal justice procedures
- Commitment to work against discrimination of any protected status including, but not limited to race, color, religion, age, sex, sexual orientation, gender identity or expression, pregnancy, disability, national origin, or citizenship.
- No prior history of criminal behavior.

POSITION TRAINING REQUIREMENTS

- Complete (8) hours of related training prior to any direct (client) services.
- Complete the required (40) hour Crisis Intervention Training within three months of hire.
- Participate in training regarding HIPAA related policies and procedures within 6 months of hire.
- Participate in at least eight (12) hours of continuing education annually relating to the field of sexual trauma. The yearly continued education must include a minimum of (3) hours on topics related to underserved populations.
- Complete approximately (2) hours annually of Kentucky Department of Juvenile Justice and Department of Corrections volunteer training to be compliant with Prison Rape Elimination Act (PREA).

POSITION QUALIFICATIONS & SPECIAL SKILLS

- Ease in adaptation to new technology and will become proficient in Microsoft Office, Zoom, Stratus Video Equipment and Pacific Interpreters Language Line.
- Proficiency in crisis intervention/trauma impacts and trauma reduction techniques
- Ability to interface and engage with diverse populations
- Ability to operate independently with minimal supervision
- Excellent organizational and time management skills
- Excellent interpersonal and oral skills
- Works well in a team environment
- Ability to foster relationships to ensure supportive/collaborative environment with community partners
- Experience developing resources and maintaining community service referral networks
- Ability to work with people in crisis situations
- Ability to work effectively under stress
- Commitment to developing self and others

I have read and understand the above duties and responsibilities of this position and agree to abide by them. I understand that upon failure to perform the required duties, appropriate disciplinary action or termination will follow.

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Signature