

Womenspace Unlimited
SOUTH LAKE TAHOE WOMEN'S CENTER
JOB DESCRIPTION

Position: SART Advocate

Primary Responsibilities:

Under the supervision of the Client Services Coordinator, provide case management and advocacy services to sexual assault clients and their families. Provide backup crisis intervention services to all Women's Center clients.

A. SART Advocate

1. Coordinate SART and CAC community collaborations. Serve as SART liaison for participating agencies.
2. Provide crisis intervention, follow up, case management and ongoing supportive services for adult and child victims of sexual assault.
3. Provide accompaniment through the legal and medical processes. Advocate as necessary with law enforcement, the district attorney's office, victim witness and other providers to serve the interests of sexual assault victims.
4. Obtain copies of sexual assault reports, review and meet regularly with police department detective to ensure thorough case management and services for all sexual assault clients.
5. Provide crisis intervention, family support, referrals and education to sexual assault victim's non-offending family members.
6. Provide education and training to agencies (law enforcement, school personnel, and social service personnel) about working with victims of sexual assault and child abuse.
7. Provides crisis coverage of office and phones during business hours and when necessary during non-business hours. Stands rotation on crisis line after business hours on monthly 24-hour crisis schedule so that volunteers have a contact staff member.
8. Provide crisis intervention services including advocacy, accompaniment, transportation, shelter/motel placement, help with temporary restraining orders and information and referral. Assist clients through the legal, mediation, and medical processes.
9. Complete client service documentation and required program statistics. Statistical client sheets are to be turned into the Client Services Coordinator by the end of each week.

B. Other Duties

1. Attends weekly staff meetings, quarterly in-services and annual staff retreats.
2. Maintains skill level through reading and attending trainings when requested.
3. Other duties as assigned.

Demands / Qualifications:

Equivalent experience or Bachelor's degree in related field preferred but not required. Understanding and knowledge about sexual assault and child abuse issues is required. Must be able to work well with minimal supervision and possess good judgment. Ability to act in a professional manner with a teamwork approach to client services. Bilingual preferred, not required. Must have proficient computer skills and knowledge of Microsoft Office. May not have been in a domestic violence relationship or received services for at least 2 years due to the risk of transference in the workplace.

Occasionally this position requires moving and lifting objects up to 25 pounds. Valid driver's license, current auto insurance and registration, and dependable vehicle are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.