

SEXUAL ASSAULT CENTER POSITION DESCRIPTION

- Position:** SAC Accompaniment Advocate
- Purpose:** To provide medical accompaniment, information, support, and resources to SAC clients
- Reports To:** Director of Advocacy, SAFE Clinic and Statewide Sexual Assault Crisis Line

Major Duties Include:

- Participate in Medical Accompaniment Program by assuming clinic coverage responsibilities to respond to rape victims seeking medical legal exams in Davidson County.
- To maintain appropriate and thorough documentation and electronic records.
- Attend Criminal Injuries Victims Compensation training every 3 years.
- Attend regularly scheduled Advocacy Team meetings.
- Attend SAC all staff meeting monthly.
- Other duties assigned.

Job Type:

Part time. Hourly position 8p-8a Saturday and Sunday. This position is on site.

Qualifications

- Experience working within diverse communities required.
- Ability to work alone.
- Experience working with sexual assault victims/survivors and/or systems/organizations working on behalf of sexual assault victims/survivors preferred.
- Experience working in or with health care setting preferred.
- Bilingual preferred.

SAC reserves the right waive any of the above qualifications' dependent on work experience and other qualifying factors.

Competencies

- Ability to work with multidisciplinary team of individuals representing multiple organizations and interests.
- Models trauma-informed approach and cultural humility related to client care, supervision, and team/organizational wellness.
- Organized, detail oriented, and flexible.
- Able to identify and respond to shifting priorities.
- Utilizes good judgement to navigate uncertainty and conflict.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Ability to navigate electronic record keeping systems.

SAC is an Equal Employment Opportunity employer.