



## Position Description

**Position:** Evening Advocate

**Purpose:** To provide advocacy, information, support, and resources to SAC clients.

**Reports To:** Advocacy Coordinator

### Major Duties Include:

- To provide advocacy services to sexual assault survivors of all ages (safety planning; filing for victim's compensation; communicating between clients and law enforcement or other government agencies; accompany clients to court; assisting clients in pressing charges or obtaining orders of protection against the sexual offender; connecting clients to other needed resources; etc.).
- Participate in Medical Accompaniment Program by assuming on-call and clinic coverage responsibilities to respond to rape victims seeking medical legal exams at SAFE Clinic, Nashville General Hospital and Vanderbilt Medical Center.
- Carry a caseload of advocacy clients who were referred through the SAFE Clinic, Clinical department, Crisis Line, walk-ins etc.
- Attend civil and criminal court proceedings as requested by clients.
- To attend Criminal Injuries Compensation training every 3 years.
- To provide education and training to the community regarding sexual assault victimization issues.
- To increase collaborative relationships with other community agencies providing legal and victim advocacy services to clients.
- To maintain appropriate and thorough documentation and electronic records.
- To attend regularly scheduled Advocacy Team meetings.
- Participate in regularly scheduled meetings with Advocacy Coordinator.
- Other duties assigned.

### Job Type:

Full-Time, salaried position (\$45,000 annually). Primarily Monday-Friday, 4:00 pm - 12:00 am (Midnight with some overnight and weekend hours required).

### Education Requirements:

- A bachelor's degree in social work, Psychology, Criminal Justice, or another related field.
- A minimum of 2 years' work experience in a related field.

## **Qualifications**

- Supervisory experience preferred.
- Experience in the field of supporting victims.
- Ability to offer stabilization and safety planning assistance to crisis clients.
- Experience and comfort with public speaking.
- Familiarity with court system and TN State codes and laws is preferred.
- Ability to communicate with professionals clearly and effectively from varied fields including social service organizations, law enforcement, criminal justice, government agencies, other therapeutic organizations, etc.
- Experience working with sexual assault victims/survivors and/or systems/organizations working on behalf of sexual assault victims/survivors 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.
- Ability to effectively communicate with stakeholders from multiple disciplines to build and maintain meaningful relationships and partnerships.
- Models trauma-informed approach and cultural humility related to client care, 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.**

**To Apply:** Please send a cover letter and resume to [humanresources@sacenter.org](mailto:humanresources@sacenter.org).