

SEXUAL ASSAULT CENTER POSITION DESCRIPTION

Position: SAC Accompaniment Advocate-Overnight Shift

Purpose: To provide medical accompaniment, information, support, and resources to SAC clients

Reports To: Crisis Support Supervisor

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;
- Tracking reports and maintaining spreadsheets for Advocacy and Clinic;
- To maintain appropriate and thorough documentation and electronic records;
- Attend Criminal Injuries Victims Compensation training every 3 years;
- Attend regularly scheduled Advocacy Team meetings;
- Other duties assigned.

Job Type:

Full time. Overnight shift Monday- Friday 10p-6a.

Qualifications

- Experience working within diverse communities required.
- 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.

Please send resume and cover letter to Earnestine Sangster, Human Resources Manager at esangster@sacenter.org.

The Sexual Assault Center is committed to building a diverse staff and strongly encourages applications from candidates of color and other prioritized populations.

SAC values diversity and inclusivity. We welcome all applicants *regardless of race, color, national origin, age, gender, gender identity, sexual orientation, culture, ethnicity, religious and spiritual beliefs or practices, political views or affiliations, and abilities.*

SAC is an Equal Employment Opportunity employer.