



POSITION DESCRIPTION: VICTIM ADVOCATE

Reports To: Director of Advocacy & Crisis Response

Job Type: Full-time, non-exempt, hourly position. Hourly rate of \$25.00 per hour. Working hours of Monday – Friday, 12:00 PM – 8:00 PM. Occasional shift flexibility and some evening, holiday, and weekend hours will be required.

Position Summary:

The Victim Advocate provides trauma-informed advocacy, information, support, and resources to clients impacted by sexual assault. This position provides individualized advocacy and crisis support, assists clients in navigating medical, legal, and criminal justice systems, and connects clients with appropriate community resources. The Victim Advocate maintains a caseload of advocacy clients, participates in the Medical Accompaniment Program by providing flexible clinic coverage as needed, collaborates with community partners, and provides compassionate, client-centered support that aligns with SAC's mission to promote healing and end sexual violence through counseling, education, and advocacy.

Key Responsibilities:

- Provide trauma-informed advocacy services to sexual assault survivors of all ages, including safety planning, assistance with Victim's Compensation, communication with law enforcement and government agencies, court accompaniment, assistance with orders of protection, and connection to appropriate resources.
- Maintain a caseload of advocacy clients referred through the SAFE Clinic, Clinical Department, Statewide Crisis Line, walk-ins, and other SAC programs.
- Provide follow-up contact with clients within 48 hours of referral to SAC for advocacy services.
- Participate in SAC's Medical Accompaniment Program by providing on-call and clinic coverage, as needed, to respond to survivors seeking medical-legal examinations at the SAFE Clinic, Nashville General Hospital, St. Thomas Midtown, and Vanderbilt Medical Center.
- Assist clients in navigating the criminal justice system, including accompaniment to interviews with law enforcement and the District Attorney's Office, court proceedings, and other related appointments.
- Provide referrals and connections to other SAC departments and community agencies to support clients' ongoing needs.
- Maintain appropriate, thorough, and timely documentation and electronic client records in accordance with agency standards.
- Participate in regular supervision meetings with the Director of Advocacy & Crisis Response.
- Maintain collaborative relationships with community agencies and provide education and training to community partners and the public regarding sexual assault victimization and advocacy.
- Complete Criminal Injuries Compensation training every three years, as required.
- Other duties as assigned.

Qualifications:

- Bachelor's degree from an accredited college or university in Social Work, Psychology, Criminal Justice, or another relevant field.
- Minimum of two years of professional experience in a related field.
- Experience supporting victims or survivors of crime, trauma, or other crisis situations.
- Experience providing crisis support, stabilization, and safety planning.
- Experience working with sexual assault survivors and/or organizations serving sexual assault survivors preferred.
- Familiarity with the court system and Tennessee state laws and codes preferred.
- Experience and comfort with public speaking and community education preferred.

Skills & Abilities:

- Ability to provide compassionate, trauma-informed, and culturally responsive support to clients from diverse backgrounds and experiences.
- Ability to communicate with professionals clearly and effectively from varied fields including social service organizations, law enforcement, criminal justice, government agencies, and other therapeutic organizations.
- Strong communication and interpersonal skills, with the ability to work collaboratively with multidisciplinary teams and community partners and build meaningful professional relationships.
- Ability to navigate complex systems, shifting priorities, uncertainty, and conflict with sound judgment and professionalism.
- Organized, detail-oriented, flexible, and able to manage multiple responsibilities effectively.
- Strong written and verbal communication skills, including the ability to maintain thorough and timely documentation.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and electronic record-keeping systems.

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

Benefits:

SAC offers a competitive benefits package that includes:

- Employer-sponsored medical, dental, and vision insurance
- Employer-covered long-term disability insurance and EAP (Employee Assistance Program) benefits
- Discounted supplemental AFLAC benefit options
- Company-sponsored 401(k) Plan with matching options
- 15 days of Paid Time Off annually, with increased accrual rates each year
- 10 paid Holidays & 2 Floating Holidays annually
- 12 hours of Days of Action annually
- Self-Care Leave with every five years of employment
- Monthly Therapy Stipend

To Apply: Visit <https://jobs.appone.com/sexualassaultcenter> to submit your application. Please include a resume and cover letter with your application.

SAC is an Equal Employment Opportunity employer.