

Domestic Abuse & Sexual Assault Crisis Center (DASACC)

Job Description

TITLE: Confidential Sexual Violence Advocate

REPORTING FUNCTION: Sr. Manager of Advocacy & Capacity Building

DESCRIPTION: Advocates and coordinates volunteers to respond to those impacted (directly or indirectly) by sexual violence. Is responsible for the recruitment and coordination of the on-call system and covering gaps for response. Provides community outreach to provide awareness and recruitment for the volunteer program.

DUTIES AND RESPONSIBILITIES:

Supervisory

1. Supervises agency SART volunteers.

Administration

1. Reports on activities/status of the SART program.
2. Tracks volunteer activities in agency database system.
3. Submits accurate monthly and quarterly reports.
4. Recommend updates for job manual.
5. Attend all staff meetings, agency trainings, and outreach and awareness events.
6. Act consistently with agency's philosophy and expectations.
7. Perform all other related duties as required.

Volunteer Programming

1. Outreach to community contacts for recruitment of volunteer advocates.
2. Outreach to engage volunteer advocates.
3. Provide supervision to volunteers who respond at time of crisis (hospital or police department).
4. Provides volunteer recruitment presentations to the community.
5. Oversees the monthly SART volunteer meeting.
6. Interview and screen potential volunteers.

Training

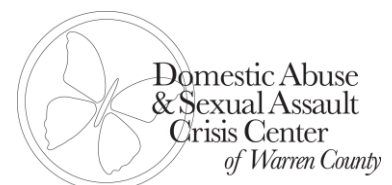
1. Identifies, organizes, and delivers quarterly volunteer training.
2. Delivery of the agency's 60-hour victim-counselor privilege training.

Community Relations

1. Attends NJCASA CSVA meetings.
2. Attends the quarterly Warren County SANE/SART meetings at the Warren County Prosecutor's Office.
3. Co-coordinates agency outreach and awareness events.
4. Attends community meetings as directed by your supervisor.

Other

1. Alternate on-call for SART weekly from 6am Monday to 6pm Friday.
2. Coordinate DASACC staff on rotation for SART staff on-call for weekend coverage.
3. When necessary, respond to SART activations during office hours.
4. Complete sixty-hour victim counselor privilege training within first six months of employment.



Domestic Abuse & Sexual Assault Crisis Center (DASACC) Job Description

MINIMUM QUALIFICATIONS

1. Bachelor's degree in sociology, women's studies social work, or related field.
2. At least one year experience in public speaking and delivering a curriculum for training.
3. Computer literacy and comfort with database entry and reports.
4. Adaptable to a changing environment, collaborative, and reliable.
5. Valid NJ driver's license.

