

# JOB DESCRIPTION

2/21

## Community Action Partnership of Madera County

**POSITION:** SPECIALTY ADVOCATE / Victim Services

**DEPARTMENT:** Victim Services

**IMMEDIATE SUPERVISOR:** Victim Services Coordinator

**SUPERVISES:** N/A

**COMPENSATION:** Range 23.0

**FLSA:** Non-Exempt

**DEFINITION:** Under the immediate supervisor's direction, providing crisis intervention to sexual assault victims, leads activities for sexual assault response team (SART), adheres to best practices identified by the National Children's Alliance-Standard 4, provides services to incarcerated survivors under the Prison Rape Elimination Act (PREA), and provides advocacy services to human trafficking survivors and commercial sexually exploited children in Madera County.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION / EXPERIENCE:

- Bachelor's Degree in Criminology, Victimology, Social Work, Sociology or Psychology
- Completion of the 65-hour Sexual Assault/Domestic Violence Counselor Training

### ABILITY TO:

- Communicate effectively orally and in writing with individuals and groups; public, private and governmental agencies, particularly criminal justice agencies.
- Communicate and deal effectively with individuals and groups in stressful situations.
- Coordinates Sexual Assault Response Team meetings.

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- Work effectively under conditions of limited supervision, high stress, and rapidly changing situations and circumstances.
- Travel out of town for trainings, conferences, and committee meetings

### **KNOWLEDGE OF:**

- Criminal justice system, services for sexual assault survivors, Prison Rape Elimination Act, human trafficking survivors, commercial sexually exploited children, and community resources for specialty populations.
- Skills in crisis intervention and counseling techniques.
- Effectively communicates with various socioeconomic and cultural backgrounds.

### **MAJOR DUTIES & RESPONSIBILITIES:**

#### **LEADERSHIP**

- Adheres and applies the CAPMC mission, values, standards, policies and procedures.
- Attends mandatory new employee orientation/ mentor activities.
- Attends trainings, workshops, and classes to keep abreast of clients' engagement theories and practices.
- Engages and encourages personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolve concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for clients and their families, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Reports and assists in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.
- Works as a team member to support the functions and operations of the Department and the Agency.

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### PROGRAM DUTIES:

- Actively participates in staff meetings, Child Forensic Interview Team (CFIT) meetings, and Victim Services Sub-Committee meetings hosted by the Central Valley Freedom Coalition for human trafficking survivors.
- Attends sexual assault advocacy trainings as required and demonstrates commitment to the program.
- Maintain good relationships and communications with families, survivors, and community partners.
- Adheres to confidentiality policies for information shared in case review, case status update meetings, discussions, correspondence, or any other source.
- Keeps informed on laws that influence sexual assault survivors, human trafficking survivors, incarcerated survivors, and commercial sexually exploited children.

### CRISIS INTERVENTION:

- Informs victims of resources and assists in accessing services.
- Participates in training for Victim Advocates.
- Provides information to victims and their parents/legal guardians on victims' rights.
- Provides training to the CFIT on the role of the Rape Crisis Center in crisis response.
- Conducts support groups for survivors of sexual assault.
- Identifies resources specific to survivors of human trafficking and commercial sexually exploitation children.
- Responds to local correctional facilities to provide emergency services to incarcerated survivors.
- During non-office hours, responds to crisis line or provides back-up to volunteers on a 24-hour crisis line on a rotational basis.
- Shelters, or makes shelter referrals, for appropriate survivors.
- Provides transportation when necessary and safe.
- Provides short-term peer counseling to survivors and witnesses of crime, as well as to family and friends of those individuals.
- Responsible for referring individuals to appropriate community resources for additional assistance and counseling.

### CASE MANAGEMENT:

- Makes follow-up contact with survivors within 72 hours, or the first workday, to begin a case file.
- Assesses survivors' current and long-term needs.
- Tracks survivor needs.
- Serves as a liaison between the survivor and other resources.
- Provides in-person counseling.
- Accompanies survivor, as needed, to medical/law enforcement appointments to seek help with crime related/significant incident situations.

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- Assesses eligibility and refers, or assists, clients in completing and submitting Victim of Crime Claims.
- Provides court support, i.e. provides general information regarding the criminal justice system, acts as court escorts and provides information on the status of the survivor's case.
- Prepares correspondence on behalf of survivors to service providers.
- Mentors survivors to write their own correspondence.
- Assist with applying for U-VISA and T-VISA applications.

### DOCUMENTATION / RECORD KEEPING:

- Writes and submits monthly productivity reports
- Completes a written log of activities and services offered to each survivor. Maintains records and statistical data reports, where applicable.

### COMMUNITY AWARENESS AND TRAINING:

- Provides presentations and training to community agencies, staff and volunteers on human trafficking & sexual assault.

### OTHER DUTIES:

- Adheres to the Americans with Disabilities Act of 1990 (ADA), which prohibits discriminatory actions toward any qualified individuals. In particular, children with disabilities are enrolled in the classroom as mandated by federal and state laws.
- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within scope of job classification.

### LIMITS OF AUTHORITY

- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency's policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

### **OTHER REQUIREMENTS:**

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.

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- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC's policy.
- Must complete all background requirements: references, livescan checks, a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one's self, fellow employees, clients, and children.

### GENERAL PHYSICAL REQUIREMENTS

Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### PHYSICAL ACTIVITIES

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Kneeling: Bending legs at the knee to come to a rest on knee or knees.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Crawling: Moving about on hands and knees or hands and feet.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Standing/Sitting: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing/Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a

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considerable degree and requires the substantial use of the upper extremities and back muscles.

- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing: Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound.
- Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

### VISUAL ACUITY

The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

***To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.***