



## TRI-VALLEY HAVEN

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## LEAD SEXUAL ASSAULT (PREA) ADVOCATE

*Non-Exempt ~ Full-time*

### **Hiring Range: \$24.00- \$29.33 per hour**

*(5% pay differential for fluent Spanish, Cantonese, Mandarin, Hindi, or Tagalog bilingual language skills)*

**General Responsibilities:** Under the direct supervision of the Director of Sexual Assault Services, the Lead Sexual Assault PREA Advocate provides advocacy to survivors of sexual assault, coordinates and provides crisis counseling to incarcerated survivors, and facilitates sexual assault support groups within jail and/or prison facilities, and meets all OES-SA contract requirements. Provides direction and training to the Sexual Assault (PREA) staff. Will assist with training programs within the community and local schools.

**General Requirements:** Bachelor's degree required/Master's helpful with one year's experience working with survivors of sexual assault. One-year experience in a non-profit setting. Excellent writing ability; public speaking skills; intermediate to advanced computer skills. Ability to work independently, manage time and tasks effectively. Completion of Agency Training within 6 months of employment (if not before). **Must feel comfortable in a jail/prison setting.**

### **AREAS OF RESPONSIBILITY**

#### **I. OUTREACH AND CLIENT RESOURCES**

- A. Provides support to PREA staff who provide advocacy, information and referral, crisis intervention, and prevention services to incarcerated survivors.
- B. Reviews client interactions with PREA staff under the direct supervision of the Rape Crisis Manager or Director of Sexual Assault Services.
- C. Meet with Sexual Assault (PREA) staff to discuss concerns and issues around working in detention facilities; ensure all advocates are adhering to best practices and established protocols.

#### **II. CLIENT ADVOCACY**

- A. Provide assessment and direct services to victims of sexual assault in detention facility(ies).
- B. Practice and maintain professional boundaries with clients at all times.
- C. Provide ongoing advocacy and case management services to sexual assault clients and their significant others in the community, within the jail system, and at Tri-Valley Haven sites.
- D. Accompany clients to social service, court and other appointments, as needed.
- E. Respond to crisis line calls and serve as back-up for the crisis line.
- F. Provide advocacy and support on SART (Sexual Assault Response Team) calls at Highland (Oakland) and Washington (Fremont) hospitals.
- G. Conduct and/or assist support groups for survivors of sexual assault.
- H. Responsible for complying with all laws, CPS reporting, elder abuse reporting, 5150 laws and suicide assessment.

*“Creating homes safe from abuse.”*

**III. COMMUNICATIONS**

- A. Assist with social media communication as needed.
- B. Assist with special events coordination, such as Sexual Assault Awareness Month and Domestic Violence Awareness Month Activities.
- C. Participates in yearly Tri-Valley Haven events in and around the community.

**IV. COMMUNITY EDUCATION**

- A. Oversees prevention education classes in local area middle and high schools as needed.
- B. Conduct community education presentations as needed.

**V. GENERAL TASKS**

- A. Maintain Sexual Assault Advocate Status by attending at least 8 in-service trainings per year, and provide advocacy services as needed in conjunction with community presentations.
- B. Must pass background clearance to enter jail/prison/detention centers.
- C. Attends all department and mandatory organization meetings.
- D. Participates in community fundraising and special events as needed.
- E. Must have a valid California driver's license and an insured automobile that employee will use as necessary for agency related business, including transportation of clients.
- F. Must maintain a good Motor Vehicle Record (MVR) in order to be able to drive for the agency.
- G. Must be vaccinated.
- H. Must be within 45-minutes of SART calls at Highland and Washington Hospitals.

**VI. OTHER RELATED TASKS AS ASSIGNED BY THE DIRECTOR OF SEXUAL ASSAULT SERVICES OR THE EXECUTIVE DIRECTOR WITHIN THE SCOPE OF TRI-VALLEY HAVEN'S MISSION.**

**VII. ADA ESSENTIAL TASKS**

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| A. Working alone                       | J. Operation of motor vehicle     |
| B. Maintain professional boundaries    | K. Good distance vision           |
| B. Working in high stress situations   | L. Ability to speak clearly       |
| C. Working in emergency situations     | M. Ability to discriminate speech |
| D. Working off-shift/rotating schedule | N. Reasoning and thinking skills  |
| E. Good reading vision                 | O. Ability to problem solve       |
| F. Sitting                             | P. Computer literacy              |
| G. Good communication skills           | Q. Lifting 10 to 20 pounds        |
| H. Specific knowledge or education     | R. Carrying 10 to 20 pounds       |
| I. Learning ability                    |                                   |