



## TRI-VALLEY HAVEN

3663 Pacific Avenue  
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### Administration

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## SEXUAL ASSAULT ADVOCATE

*Non-Exempt*

**Hiring Range: \$21.90- \$26.76 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 Sexual Assault Advocate will spend the majority of their time coordinating and facilitating prevention training programs within the community and local schools, as well as provide advocacy to survivors of sexual assault and meet all OES-SA contract requirements. Will also provide crisis counseling and co-facilitate sexual assault support groups within jail and/or prison facilities.

**General Requirements:** Bachelor's degree 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. Knowledge of violence toward women and children issues. Bilingual/ Fluent Spanish preferred. Completion of Agency Training within 6 months of employment (if not before).

### AREAS OF RESPONSIBILITY

#### I. OUTREACH AND CLIENT RESOURCES

- A. Responsible for outreach to the community and to sexual assault survivors. Assist with SA training and represent Tri-Valley Haven in a professional manner to the community.

#### II. CLIENT ADVOCACY

- A. Provide assessment of clients who require services.
- B. Serve as back-up to ensure client needs are met.
- 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 back-up response on sexual assault calls.
- G. Keep monthly confidential client records.
- H. Conduct support groups for survivors of sexual assault.

#### III. COMMUNICATIONS

- A. Assist with special events coordination, such as Sexual Assault Awareness Month and Domestic Violence Awareness Month Activities.

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*“Creating homes safe from abuse.”*

*Non-Exempt*

IV. COMMUNITY EDUCATION

- A. Conduct prevention education classes in local area middle and high schools as needed.
- B. Conduct community education presentations as needed.
- C. Submit stats at the end of the month to the Director of Sexual Assault Services.
- D. Schedule and complete one ride-along per year with officers from local law enforcement agencies.

IV. 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. Participates in agency meetings and special events as needed.
- C. 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.
- D. Must maintain a good Motor Vehicle Record (MVR) in order to be able to drive for the agency.

V. 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.

VI. ADA ESSENTIAL TASKS

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