



The Purple Door Job Vacancy

POSITION: Victim Advocate – Alice Office

STATUS: Full-Time

To Apply: A completed employment application and assessments are required to be considered for employment. The online- application and assessments can be accessed at:

<https://www.ondemandassessment.com/link/index/JP-FP6WR77UQ?u=77717>

Purpose/function of position: To provide information, supportive services, and advocacy to victims of domestic violence and sexual assault in assigned geographical region. To provide community education regarding domestic violence and sexual assault issues.

Duties include but not limited to:

- Provide peer counseling, education, advocacy and medical and legal accompaniment to victims of domestic violence and sexual assault.
- Refer clients to other social service agencies for additional services as appropriate and act as liaison with other agencies/entities on behalf of clients.
- Ensure widest possible dissemination of information to victims and encourage their use of agency services.
- Assist clients in filing victim compensation claims.
- Develop and maintain sexual assault protocols at the designated hospital in primary-county of service.
- Schedule volunteers to respond to and provide support for sexual assault victims at the aforementioned designated hospitals and respond to hospital calls for sexual assault survivors when a volunteer is not available.
- Transport clients to the shelter facility when needed.
- Make presentations to individuals and/or groups to solicit potential volunteers.
- Participate in interviewing, screening, training and oversight of volunteers.
- Make public appearances, as assigned, in order to interpret the services of the agency and provide educational programming relevant to the agency's mission in appropriate settings.
- Ensure that appropriate records are maintained regarding clients and service delivery and reporting requirements.
- Manage designated offices in such a manner as to ensure the smooth operations of services, periodically evaluating effectiveness, appropriateness, service delivery, and cost efficiency.
- Attend meetings and training as directed by supervisor.
- Maintain professional conduct and represent the Agency in a professional manner.

EDUCATION: Bachelor's degree in human services field.

QUALIFICATIONS: Knowledge of domestic violence and sexual assault dynamics preferred; excellent oral and written communication skills required to include public speaking; high level of personal integrity, diplomacy, discretion, and tact is necessary; computer literate with proficiency in Microsoft Office products; highly organized, flexible, with ability to work independently, manage multiple priorities concurrently, and meet deadlines; non-traditional hours to include some evening and weekend hours required; some travel requiring a valid driver's license and a personal, insured vehicle for use on the job required.