

**CRIME VICTIM SERVICES**  
**PART TIME BILINGUAL SURVIVOR ADVOCATE**  
**POSITION DESCRIPTION**

**LOCATION:** Multi-County

**EMPLOYMENT STATUS:** Part-time (30 hours per week)

**CLASSIFICATION:** Non-Exempt

**POSITION REPORTS TO:** Director of Day One

**POSITIONS SUPERVISED:** Volunteers and Clerical staff as assigned

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**POSITION PURPOSE**

The Survivor Advocate is responsible for direct service programming for sexual violence and human trafficking survivors, carrying out outreach within a seven county area for survivors, providing day-time crisis response services, and carrying out survivor support groups.

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**ESSENTIAL FUNCTIONS AND BASIC DUTIES**

- Provides community based advocacy to survivors in all five tracks of the Day One Advocacy Program, including survivor advocacy and case management, hospital response, life skills mentor, support group facilitation, general support, crisis counseling, and emergency assistance.
- Assists Court Advocacy team in carrying out programming including victim impact statements, information on compensation, accurate and timely reports to justice officials, attendance on behalf of victims at hearing and/or trials, assistance with obtaining civil protection orders or temporary protection orders; contributes to achieving program outcomes and effectively delivering services to clients.
- Screens and assesses human trafficking survivors for appropriate services.
- Referrals to community resources as needed by the survivor; maintains contact with numerous community and governmental agencies to coordinate services; conduct follow-up on referrals and obtain information.
- Participates in local multidisciplinary teams, coalitions and groups that coordinate and advance trauma-informed services for survivors.
- Provides outreach, education and information to other professionals, survivors, and family members about the processes and dynamics of sexual violence, human trafficking, bystander intervention and other related topics.
- Assists in providing on-call contractors with training.
- Coordinates outreach and activities for Human Trafficking Awareness Month and Sexual Assault Awareness Month with support and direction from the Day One Director.

- Documents and maintains records of all activities in accordance with CVS policies and procedures; updates records to ensure accuracy and completeness; ensures that records are maintained and kept in accordance with applicable privacy laws or other rules and regulations.
- Required to be on-call and/or backup on-call as needed
- Maintains required licensures, registrations, credentials, and certifications.
- Demonstrates regular and predictable attendance.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Meets all national standards for victim assistance and service outcome standards as described in position description addendum.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Crime Victim Services. Is also responsible for assisting and advocating for victims to reach outcomes of property security and personal safety, emotional and physical healing, justice process knowledge and participation, and financial recovery and restitution.
- Lead survivor advocate for Spanish speaking survivors and
  
- Other duties as assigned

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## **WORK ENVIRONMENT**

The employee: works with and around chemicals found in an office environment; ascends or descends stairs; has contact with potentially violent or emotionally distraught persons; may periodically be exposed to chemicals/fumes from cleaning products and/or paint products.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to speak or hear, stand or sit for long periods of time, open filing cabinets, walk, stoop or bend, use hands to handle or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds and complete tasks requiring manual dexterity. May be required to travel to/from meetings while exposed to outside environment. Ability to drive a vehicle for travel is required for the position.

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## QUALIFICATIONS

Spanish language proficiency required.

Completion of Bachelor's Degree in criminal justice, social work, behavioral science, plus one (1) year experience in related human service profession, OR an equivalent combination of education, training, and/or experience.

**Knowledge of:** labor and sex trafficking, minor and adult trafficking, international and domestic trafficking, rape counseling; rape victim psychology; social work and counseling techniques; education techniques; rape victim services; agency policies and procedures; national standards for victims assistance and applicable ethical standards; public relations; community resources and services; rules, policies, and procedures\*; CVS outcome and quality measures\*; records management, employee training and development; supervisory principles and practices; case management; safety practices and procedures; and office practices and procedures.

**Skill in:** computer operation, use of modern office equipment, proficiency in Microsoft Office, Word, Excel and Power Point.

**Ability to:** adhere to national standards for victims assistance and applicable ethical standards; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; prepare accurate and error-free documentation; write instructions and specifications; communicate effectively; train or instruct others; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and the general public; develop and maintain effective working relationships; travel to and gain access to work sites.

**Licensure or Certification:** Valid Driver's license, proof of insurance and pass a variety of criminal and civil background checks. Attain and maintain Ohio Advocate Network registration and / or National Credentialing as soon as eligible.

**The above statements are intended to describe the essential functions of the job and the qualifications of the person assigned to it. They are not intended as an exhaustive list of all job duties, responsibilities, and requirements. Reasonable accommodations may be required to assist individuals with disabilities.**

**This job description does not constitute a contract of employment. Employment is "at will" and may be terminated at any time.**

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Reviewed By: *Employee's Signature*

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*Date*

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Approval: *Supervisor's Signature*

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*Date*

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