**End Violent Encounters, Inc. (EVE, Inc.)**

**Part Time Sexual Assault Advocate**

**Summary of Functions:**

The Sexual Assault Advocates will provide direct service to survivors of sexual assault in the tri-county area. These services include, but are not limited to, advocacy, safety planning, crisis intervention assistance, and referrals to community resources. This position will network with law enforcement, prosecution, court staff, and other victim service provider agencies within the tri-county area to provide survivors of sexual assault with the best possible services. The Sexual Assault Advocates will attend relevant community meetings as a representative of EVE. This advocate will demonstrate compassion and role model the agency philosophy of empowerment in all interactions with survivors who seek services. Rotating nights, overnights, weekends and holidays expected. This position is part of the Sexual Assault Advocacy Team and will report to the Director of Sexual Assault Programs.

**Characteristic duties include, but are not limited to, the following:**

* Develop and maintain effective communication and positive relations with court personnel, attorneys, law enforcement, judges, and victim service provider agencies.
* Attend networking meetings to provide and gather information on services within the community and build a positive relationships with community partners.
* Using an empowerment-based, survivor-centered model, provide support and assistance to survivors as they navigate systems. This may include assisting survivors with finding housing, employment, or school and advocating for the survivor within systems
* To the extent desired by the client, provide legal advocacy with Personal Protection Orders and with criminal cases, including providing support to survivors at hearings, and communicating with court staff, prosecution, and law enforcement agencies
* Provide information on the Crime Victims Services Compensation program to each client and assist with the application process
* Make appropriate referrals for both EVE’s internal support services and outside agencies
* Advocate on behalf of survivor with area agencies, programs, employers, landlords, medical professionals, law enforcement, legal professionals, and others as requested
* Assist clients with safety planning
* As assigned, be available as a Medical Advocate or back-up for Medical Advocates who are at the hospital with clients receiving a forensic medical exam after a sexual assault
* Conduct follow up contacts with clients who have completed a SANE (Sexual Assault Nurse Exam), as requested
* Maintain updated resource materials for use of agency staff and clients
* Adhere to agency safety, security rules and procedures to maintain safety of individuals utilizing agency services
* Provide client input to EVE through distribution of Sexual Assault Advocacy Feedback Forms
* Exhibit professional standards in interactions with clients and staff
* Any other duties, as assigned

**Position Qualifications**:

Education: Bachelor’s Degree in Counseling, Social Work, Women’s Studies or related field. Equivalent experience would be considered.

Work Experience with survivors of sexual assault or other violent crimes.

**Required Skills/Abilities:**

* Perform characteristic duties as outlined in the position description
* Knowledge of Sexual Violence, Trauma Informed Care, Power and Control Dynamics
* Ability to demonstrate empathy, problem solving, empowerment, and conflict resolution skills
* Ability to work with diverse populations
* Ability to participate as a positive, supportive team member
* Ability to be honest and courteous in all interactions
* Ability to maintain confidentiality and professional boundaries
* Possess strong verbal and writing skills
* Ability to use a computer for report writing, data collection, and communication
* Ability to organize and prioritize

**Pass a criminal background check**

**Possess a valid Michigan Driver’s License**

Part time, hourly, nonexempt, starting range $16-18 per/hour

Work location: Tri-county area and remote. The advocate will be assigned to work in one primary location, but travel within the tri-county area is expected, with mileage reimbursed according to agency policy.

To apply e-mail your cover letter, resume and references to stunney@eveinc.org .

Employee Signature

Supervisor Signature

