



Seekhaven

Sexual Assault Advocate & Coordinator

Outreach Department

Status:	Non-exempt, Full-Time, Year-Round
Supervisor:	Outreach Manager
Age Requirement:	18 Years minimum

Updated March 6, 2024

Description of Position:

The Sexual Assault Coordinator and Advocate plays a vital role in providing support services to individuals impacted by sexual assault in Emery, Grand, and San Juan counties. This involves offering general and mobile advocacy, connecting individuals with necessary resources, and providing legal and medical advocacy, including accompanying individuals to forensic exams.

In addition to these roles, the Coordinator/Advocate organizes educational sessions within the communities of southeastern Utah to raise awareness and provide support on matters related to sexual assault. Upholding a strict code of conduct and ensuring confidentiality are fundamental aspects of this position.

Expectations and Responsibilities:

As a key member of our organization, the Sexual Assault Coordinator + Advocate will report to the Outreach Manager and play a crucial role in offering advocacy support to clients affected by recent sexual assault in Emery, Grand, and San Juan County. Essential collaboration with Seekhaven Advocates and the Transition Specialist is vital for addressing clients' requirements within these respective counties. Furthermore, close cooperation with the prevention department is anticipated, as the Coordinator + Advocate will actively participate in enhancing community outreach initiatives across southeastern Utah, aiming to increase awareness and furnish education on sexual assault.

The Sexual Assault Advocate/Coordinator is responsible for the following functional areas and associated duties including but not limited to:

Essential Functions:

- Accurately input data for reporting purposes.
- Proactively identifying maintenance needs and upholding cleanliness standards autonomously and efficiently under limited supervision.
- Uphold safety standards to maintain a secure environment for clients.
- Notify the Outreach Manager of any necessary building or grounds repairs.
- Possess strong communication skills for conflict resolution, problem-solving, and managing crises effectively.
- Demonstrate excellent ability to assess situations and intervene with appropriate and effective measures.
- Interpret a variety of instructions provided in different formats.
- Foster positive relationships with individuals of diverse ages, ethnicities, socioeconomic backgrounds, beliefs, and lifestyles.
- Read, interpret, and communicate effectively regarding safety rules, procedure manuals, and regulations.
- Respond promptly and professionally to inquiries or complaints from clients, regulatory agencies, and community members.
- Demonstrate active listening skills to grasp and comprehend information and ideas presented verbally.

Client & Social Services:

- Operating the 24-hour crisis hotline requires a high level of professionalism and the ability to navigate a diverse range of calls with sensitivity and expertise. This includes,
 - Assessing clients for shelter admission
 - Providing assurance and support during times of crisis
 - Providing resources
 - and demonstrating empathy and understanding towards individuals in distress.
 Maintaining composure and professionalism while handling these calls is crucial in ensuring that clients receive the assistance, guidance, and resources they urgently need.
- Responding to urgent crisis situations and addressing client needs promptly and comprehensively.
- Offering support to survivors in navigating and resolving adversity they may face.
- Carefully documenting all client activities in the Apricot database.
- Ensuring completion of all necessary client forms.
- Formulating safety plans, conducting danger and lethality assessments (LAP).
- Making appropriate referrals to other Seekhaven services when necessary for client support.
- Sharing pertinent client information with the Outreach Manager daily and with the rest

of the outreach team for cohesive care coordination.

- Providing knowledgeable support on evidence-based concepts and practices for survivors of domestic and sexual violence.
- Maintaining victim confidentiality in compliance with state and federal laws.
- Guiding clients through the Crime Victims Reparations (CVR) application process.
- Responding empathetically to clients during crisis interventions, in a trauma informed manner, and providing necessary support.
- Referring individuals to appropriate community resources, counseling services, and coordinating with legal and medical processes.
- Assisting clients in setting goals, navigating steps toward achieving them, including housing applications.
- Offering support and advocacy throughout judicial and criminal justice proceedings, liaising with law enforcement and community organizations as needed.
- Providing or arrange client transportation as required
- Offering landlord intervention and advocacy for residents in the process of relocating.
- Demonstrating effective communication and interpersonal skills in high-stress situations, ensuring compliance with organizational standards and legal requirements.
- Identifying monetary needs and coordinating financial assistance with the Outreach Manager, Transition Specialist or other Advocates
- Referring residents in need of housing assistance to the Transition Specialist.
- Provide support and advocacy during medical procedures, including attending forensic exams.
- Respond promptly to crisis intervention needs during assigned shift hours.
- Collaborate with other program components to offer case management for clients and facilitate necessary out-of-agency referrals to help clients achieve their objectives.
- Complete essential paperwork, including Seekhaven's client intake forms, confidentiality agreements, information sharing agreements, and releases of information.
- Be available for on-call responses to hospitals for crisis situations on a rotating basis with other advocates.
- Travel to Emery and San Juan Counties (travel expenses will be reimbursed at the state rate to cover both vehicle wear and tear and fuel costs).

Collaboration, Education & Awareness:

- Work closely with the Prevention Department, Director of Client Services, Director of Communication and Compliance, and other organizations to elevate awareness and education on sexual assault in Grand, San Juan & Emery counties.
- Conduct engaging, accurate, and thoroughly researched training sessions on sexual assault for community partners, such as law enforcement agencies, medical providers, school districts, and other pertinent groups.
- Ensure training activities promote active participation, feature scenario-based learning, are visually appealing, and cater to participants of various backgrounds.

- Collaborate with the Director of Client Services and Executive Director to coordinate meetings and training sessions with **Emery County** law enforcement, medical providers, and related entities to establish a Sexual Assault Response Team.
- Maintain positive and professional relationships with these agencies as Seekhaven's primary liaison.

Grant & Contract Compliance:

- Strictly adhere to confidentiality standards and mandated reporting requirements.
- Ensure accurate completion and ongoing maintenance of all necessary paperwork and Apricot entries.
- Maintain a high level of organization to guarantee compliance with grant and contract regulations.

Required Skills and Background:

- Bachelor's degree from a four-year college or university in social sciences or related field; or 2 years relevant work experience
- Strong computer skills in Excel, Word, Internet, G-Suite; QuickBooks experience preferred
- Must have experience working with highly vulnerable populations including but not limited to those with substance abuse issues, mental health concerns, and chronic illnesses.
- Must pass a criminal background check.
- Must be at Least 18 years of age.
- Have a valid Driver's License.
- Demonstrate professionalism by balancing both the quantity and quality of work.

Training:

- Completion of a 40-hour Core Advocacy Training within one year of employment.
- Completion of a 40-hour Sexual Assault Counselor Training within one year of employment.
- Participation in a minimum of 16 hours of domestic violence and Sexual Violence training annually for continued education.
- Acquisition and maintenance of CPR and First Aid Certification and Food Handlers
- Willingness to undergo any additional training as required by Seekhaven.

Physical Demands

- Must be able to lift up to 25 pounds
- Must be able to work in a high paced environment with many constant distractions, including a shared office space
- Must be able to drive a vehicle to provide mobile advocacy services.
- Must be able to move across Seekhaven's campus continuously as well as travel to off-site locations, when needed.

Emotional Demands:

- Capability to professionally manage oneself when hearing disclosures of various forms of abuse and crisis situations including physical and sexual violence, emotional and economic abuse, child abuse, drug use, suicidality and more.
- Ability to provide compassion, validation, and support to clients in crisis.
- Proficiency in establishing and maintaining emotional boundaries with clients, ensuring professional, client-led relationships consistent with agency standards.
- Capacity to practice self-care and utilize supportive resources provided by the agency or elsewhere.
- Skill in regulating oneself when giving and receiving constructive criticism, as well as being adaptable to fulfill Seekhaven's mission, foster a healthy work environment, and aid victims of abuse and violence.