



the blue bench
Ending sexual assault
through prevention & care

Job Title: Advocacy Manager

Status: Full-Time Exempt

Reports To: Director of Client Services

Job Summary: The Advocacy Manager provides direct advocacy services to victims of sexual assault, while also serving as a leader to the rest of the Advocacy Team. This position serves as an advocate for victims of sexual assault as they navigate through the criminal justice, medical and social service communities, educates the community on the issue of sexual assault and the utilization of The Blue Bench services, and ensures that quality care is being provided by the Advocacy Team. At least 50% of the time is spent on direct services. This position requires working a flexible schedule during on-call shifts to provide hospital advocacy to victims of sexual assault.

Qualifications, Knowledge, Skills, and Abilities:

- Bachelor's degree required from an accredited college or university with major coursework in human services, social work, psychology, counseling, sociology or related field/experience; Master's degree helpful.
- Experience working in the field of sexual assault.
- Must have flexible schedule and able to be on call.
- Organizational Skills-time management skills, problem solving skills, ability to initiate and execute work responsibilities independently.
- Have excellent verbal and written skills.
- Ability to offer emotional support and crisis management for victims of sexual assault
- Knowledge of the criminal justice system as it relates to sexual assault and sexual abuse victims.
- Extensive knowledge of medical, psychological, educational, social services, legal and other community resources; ability to collaborate with other victim service providers.
- Understanding of cultural influences on behavior in multicultural communities. Must be open to working with diverse communities.
- Over 3 years supervisory experience
- Ability to work collaboratively in a team setting, and proven ability to lead a team.
- Bilingual skills in English and Spanish preferred.



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Job Duties and Responsibilities:

Case Management/Advocacy

- Conduct comprehensive client needs assessments to collect functional (financial, employment, educational, physical & mental health) information as appropriate to create an effective case management plan.
- Follow the Sexual Assault Response Team protocols in numerous Judicial Districts.
- Meet with victims at the hospital to provide advocacy, emotional support, and to inform them of The Blue Bench's and other community services.
- Accompany victims to the police department to file a sexual assault report.
- Accompany victims to court regarding the criminal case or civil protection orders
- Assist clients in applying for Victim Compensation or other needed assistance
- Provide victims with resources and referrals.
- Participate in hotline and hospital advocacy volunteer trainings.
- Enter into database client services contacts and activities completed on a regular basis.

Leadership

- Invest in the success of the Advocacy Team (hotline volunteer, case managers, post-conviction victim advocates) through regular individual and team meetings, professional development and performance and accountability measurement.
- Along with Director of Client Services, recruit, hire and train advocacy staff.
- Support Director of Client Services in providing leadership to entire Advocacy Team.
- Oversee scheduling of staff-on-call.
- Ensure that all documentation is accurate and complete.
- Manage and oversee client database for purposes of program evaluation and grant reporting.

Community Liaison

- Attend various communities meeting as appropriate or requested.
- Collaborate with other agencies to provide training or informational presentations.
- Attend other community events, activities etc. as appropriate or requested.



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Participation as a Staff Member of The Blue Bench

- Participate in weekly supervision with the Director of Client Services.
- Attend staff meetings and other organization events and activities.
- Attend client services staff meetings.
- Deliver canvass briefings and hotline volunteer trainings as appropriate or requested.
- Represent The Blue Bench services and partnerships in the community.
- Participate as a team member with a strong commitment to The Blue Bench's mission.
- Assist in other tasks as needed.

The Blue Bench is an equal opportunity employer and dedicated to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. People with disabilities, people of color, Hispanic/Latinx, indigenous people, and LGBTQ candidates are encouraged to apply.

Please submit resume, cover letter and salary requirement to: jaamodt@thebluebench.org. Resumes received by May 3, 2019, will be given first consideration.