



TESSA JOB DESCRIPTION

JOB TITLE: Confidential Victim Advocate
REPORT TO: Advocacy Manager
TIME REQUIREMENT: 40Hours/Week (Non-Exempt)

SYNOPSIS: The person in this position is responsible for providing advocacy to domestic and sexual violence clients at the hospital and TESSA's main office. Advocacy includes, but is not limited to support, safety planning, information and referrals, assistance with the protective order process, court support, crisis intervention, hospital call-outs and community outreach and education.

RESPONSIBILITIES:

Hospital Collaboration and Client Services

- Work closely with the forensic nurse team, social workers and community partners at Memorial Hospital to provide quality advocacy to survivors of Domestic Violence/Sexual Assault (DVSA).
- Develop relationships with hospital personnel and develop TESSA procedures for the hospital advocacy program.
- Attend hospital meetings as requested.
- Provide crisis intervention, information, referrals, safety planning, and support to hospital clients to include being present for forensic nurse examination at the client's request.
- Provide on-call services to survivors of sexual assault or domestic violence to area hospitals.
- Provide assistance with the protection order process.
- Provide education and information to the client to support informed choices.
- Keep all survivor information confidential as directed by the client.
- Treat clients with respect, dignity, and empathy.
- Work cooperatively with other agencies and individuals involved with the client to assure comprehensive service delivery to the survivor and children.
- Develop ongoing knowledge and expertise regarding domestic and sexual abuse.
- Deliver programs and services in a manner that is respectful and sensitive to client's cultural experience.
- Understand department objectives and how they relate to the goals of the agency.
- Provide support to other departments, when needed.

Record Keeping

- Complete documentation of initial client meeting, per department protocol.
- Maintain and update client records in a timely and accurate manner.
- Assist in collecting and entering client statistics for program management and grant reporting.



Cultural Inclusivity

- Recognize the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity.
- Apply the principles of multiculturalism and diversity in training and staff development.
- Apply culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members.

Other

- Commit to TESSA's organizational mission, vision, and operating philosophy.
- Attend staff, other relevant meetings, trainings, and in services as assigned
- Other duties and projects as requested by supervisor or Executive Director.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- B.A. or B.S. Degree preferred.
- One year relevant experience.
- Knowledge of domestic violence and sexual assault issues and experience working with victims and systems preferred.
- Equivalent combination of education and/or experience may be considered.
- Knowledge of domestic violence and sexual assault issues and experience working with victims and the legal system, preferred.
- Experience in a team-oriented workplace.
- Excellent organizational, communication (verbal and written), problem solving, listening and interpersonal skills.
- Excellent attention to detail.
- Displays a positive attitude, works well with others, and accepts direction well.
- Able to work well in stressful and emotionally taxing circumstances and engage in effective self-care.
- Possess vision and hearing sufficient to work on a computer, on the telephone and in person.
- Ability to lift 50lbs, intermittently.
- Ability to empathize, encourage and guide.
- Available to work evenings or weekends when necessary and on call.
- Able to independently use a computer for word documents, spreadsheets, presentations, email, internet research, data entry and data management.
- Valid driver's license and car insurance.



Safe place. Safe families. Safe future.

- Must be willing to complete background checks.
- Ability to read, write and speak English.

**To apply for this position please visit the employment page
on TESSA's Website: www.TESSAcs.org/about-tessa/employment**

**TESSA is an equal opportunity employer.
This position open until filled.**