



## The Purple Door Job Vacancy

**POSITION:** Victim Advocate – Alice Office

**STATUS:** Full-Time

**To Apply:** A completed employment application and assessments are required to be considered for employment. The online- application and assessments can be accessed at:

<https://www.ondemandassessment.com/link/index/JP6WR77UQ?u=77717>

**Purpose/function of position:** To provide information, supportive services, and advocacy to victims of domestic violence and sexual assault in assigned geographical region. To provide community education regarding domestic violence and sexual assault issues.

**Duties include but not limited to:**

- Provide peer counseling, education, advocacy and medical and legal accompaniment to victims of domestic violence and sexual assault.
- Refer clients to other social service agencies for additional services as appropriate and act as liaison with other agencies/entities on behalf of clients.
- Ensure widest possible dissemination of information to victims and encourage their use of agency services.
- Assist clients in filing victim compensation claims.
- Develop and maintain sexual assault protocols at the designated hospital in primary-county of service.
- Schedule volunteers to respond to and provide support for sexual assault victims at the aforementioned designated hospitals and respond to hospital calls for sexual assault survivors when a volunteer is not available.
- Transport clients to the shelter facility when needed.
- Make presentations to individuals and/or groups to solicit potential volunteers.
- Participate in interviewing, screening, training and oversight of volunteers.
- Make public appearances, as assigned, in order to interpret the services of the agency and provide educational programming relevant to the agency's mission in appropriate settings.
- Ensure that appropriate records are maintained regarding clients and service delivery and reporting requirements.
- Manage designated offices in such a manner as to ensure the smooth operations of services, periodically evaluating effectiveness, appropriateness, service delivery, and cost efficiency.
- Attend meetings and training as directed by supervisor.
- Maintain professional conduct and represent the Agency in a professional manner.

**EDUCATION:** Bachelor's degree in human services field.

**QUALIFICATIONS:** Knowledge of domestic violence and sexual assault dynamics preferred; excellent oral and written communication skills required to include public speaking; high level of personal integrity, diplomacy, discretion, and tact is necessary; computer literate with proficiency in Microsoft Office products; highly organized, flexible, with ability to work independently, manage multiple priorities concurrently, and meet deadlines; non-traditional hours to include some evening and weekend hours required; some travel requiring a valid driver's license and a personal, insured vehicle for use on the job required.