

JOB DESCRIPTION

TITLE: PRN Sexual Assault Advocate

FLSA STATUS: As needed.

REPORTS TO: Sexual Assault Program Coordinator

JOB SUMMARY:

This position provides support to the Sexual Assault Department. Major duties include providing accompanying victims to medical forensic exams or other appointments; input of statistical data for grant purposes; follow up with survivors/ secondary survivors; assist with community outreach.

DUTIES AND RESPONSIBILITIES:

- Sign up for on-call shifts available after full-time staff have signed up for shifts on the monthly calendar
- When scheduled to be on-call, respond within 45 minutes of being called to a specified location to meet with a Sexual Assault Nurse Examiner (SANE) at LiveSafe Resources or emergency department in order to provide exam accompaniment and advocacy
- During accompaniment, provide crisis counseling and emotional support to victims of sexual assault and intimate partner violence, as well as to their non-offending loved ones
- Provide resources to the victim, provide advocacy with other agencies as needed to access those services (i.e. shelter, transportation, etc.)
- Liaise with law enforcement, hospital staff, and others while protecting victim confidentiality and rights
- Help demystify the criminal justice process and other related systems by providing information and reviewing handouts provided in resource packets
- Assists victims with developing appropriate safety plans, provides information on additional resources to increase safety (how to file a TPO, safety with technology, etc.)
- Collect demographic data and complete required forms and documentation for each exam
- Work closely with SA Program Assistant Manager and other team advocates to ensure the cleanliness and organization of the SANE suite.
- May be scheduled to assist with community outreach and training events as opportunities become available, depending on the availability of full-time staff
- May be required to conduct follow-up calls and provide referrals to victims of sexual assault and intimate partner violence (only if scheduled during regular office hours)
- May be required to enter statistical and service data into CaseWorthy (only if scheduled during regular office hours)
- Any other duties as assigned by supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong communication skills required to effectively communicate with a broad range of individuals.
- Ability to prioritize and multitask.

Revised-
5/19/2026

JOB DESCRIPTION

- Strong problem solving skills required. Must be a “common sense” thinker and quick decision maker, when necessary.
- Must display professionalism and leadership qualities when dealing with other organizations, volunteers, board members, and staff.
- May be required to lift boxes up to 25 lbs.

MINIMUM CREDENTIALS AND EXPERIENCE:

Bachelor’s degree in Criminal Justice, Social Work or related field or at least 2 years in social service field required or equivalent related experience.

DISCLAIMER: This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.