

Rape Counseling Services of Fresno
Position Description: Victim Advocate
Position Status: Non-Exempt, Full Time (32 hours/week)

Location: Firebaugh Office, but may respond to other cities within Fresno County

Salary Range: \$ 17.00 - \$18.58 per hour

Job Summary:

Victim Advocate position provides 24-hour crisis line and in-person emergency response during forensic interviews and/or medical, forensic examination to survivors of sexual assault in Fresno County.

Skills, Knowledge, and Ability:

- Maintain confidentiality
- Ability to relate effectively with professionals, the business community, agency contractors, and clients
- Ability to address crisis and problem-solve effectively
- Ability to work as a team member, as well as independently, manage time and tasks effectively
- Ability to work under pressure, manage and meet deadlines
- Awareness of and sensitivity to the cultures represented in Fresno County
- Excellent organizational skills, written and oral communication skills
- Knowledge of the dynamics of sexual assaults

Essential Functions, but not limited to:

- Respond to the 24-hour crisis line
- Provide crisis intervention and advocacy services
- Maintain accurate client documentation, files, and data entry
- Provide advocacy and accompaniment services when responding to emergency crisis calls with SART agencies
- Follow and meet service standard goals set by the agencies by the end of the fiscal year.
- Conduct and assist with follow-up, case management, safety-plan assessments, and referrals
- Participate in community education, outreach activities, special events and in-services
- Participate in mandatory agency meetings, human relations training, sexual assault trainings and webinars that are sexual assault related..and community partner meetings, as determined by the supervisor.
- Must also complete 8 hours of continuing education & 1 hour of human relation training every fiscal year
- Fulfill other duties as assigned to ensure the effective operation of RCS, including, but not limited to crisis intervention, prevention education, and community education.
- Assist in obtaining MOU's with community partners
- Participate in RCS Fresno's Sexual Assault counselor Training

General Requirements:

- Bachelor's degree with one year's experience working with survivors of sexual assault (preferred)
- Ability to motivate, lead, and work with diverse community groups in a variety of settings
- Experience developing strong, healthy relationships informed by the application and modeling of appropriate boundaries with all program partners
- Ability to speak well in front of groups and present oneself as a professional representative of the agency
- Demonstrated excellent writing ability, public speaking skills, and intermediate to advanced computer skills

Other required qualifications:

- Flexible schedule (evenings, early mornings, holidays, and weekends required)
- Consistency, punctuality, and enthusiasm

- Understanding of RCS Fresno's mission and ability to maintain appropriate boundaries with clients in all circumstances
- Reliable vehicle, valid California driver's license, and proof of insurance.
- Fingerprint clearance required
- Successful completion of U.S. Department of Justice Form I-9
- Bilingual (Spanish/English) preferred
- Ability to lift supplies up to 10 lbs. to waist height
- Completion of RCS Fresno's Sexual Assault Counselor Training within 6 months of employment (if not before)

Working Conditions:

Responding to hospital emergency rooms and/or other related environments with clients who are in crisis and experiencing emotional and/or physical duress

Responsible to: Operations Director

Because Rape Counseling Services of Fresno (RCS Fresno) values diversity, we welcome and encourage applicants from diverse racial groups, including but not limited to African-American, Latina(o), American Indian, and Asian, and/or sexual orientations (e.g., lesbian, gay, bisexual, transgender), as well as people from different national origins, religions, ages, and disability status. It is the policy of RCS Fresno to provide equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. RCS Fresno is an Equal Opportunity Employer.

To Apply: Email or mail a cover letter describing relevant qualifications and experiences, a resume, and three references to:

Samantha Rosas, Administrative Support Manager

259 N. Blackstone Avenue

Fresno, CA. 93701

sromero@rcsfresno.org

OPEN UNTIL POSITION FILLED