

# Sexual Assault Center

## Position Description

**Position:** Bilingual Advocate

**Purpose:** To provide culturally and linguistically appropriate community outreach and advocacy to Hispanic sexual assault victims/survivors in Davidson County and throughout Middle TN and to provide advocacy, support and information to Hispanic SAC clients

**Reports to:** Advocacy Services Coordinator

### **Major Duties and Responsibilities:**

- To provide advocacy services to SAC clients (filing for victim's compensation; communicating between clients and law enforcement or other government agencies; accompanying clients to court; assisting clients in pressing charges or obtaining orders of protection against the sexual offender, etc.)
- To attend a Victim's Compensation training annually and then provide an annual in-service to SAC staff on Victim's Compensation, in conjunction with SAC's Advocacy Services Coordinator
- To provide outreach to the Hispanic community in Middle Tennessee regarding sexual assault victimization issues and available community resources
- To increase collaborative relationships with other community agencies available to provide services to Hispanic survivors.
- To participate in SAC's Hospital Accompaniment Program by assuming on-call responsibilities to respond to rape victims seeking medical legal exams at Metro General Hospital
- To support the volunteer program by assuming rotating on-call shifts and assisting with trainings for SAC's 24-hour crisis support line
- To provide direct services out of SAC's Davidson County office.
- To maintain appropriate client files and documentation
- To support peers by actively participating in weekly Clinical Team meeting
- To participate in regularly scheduled individual supervision meeting with Advocacy Services Coordinator
- To attend regularly scheduled Advocacy Team meetings

### **Educational Requirements:**

A bachelor's degree in Social Work, Psychology, Criminal Justice, or other related field.  
Minimum of 2 years work experience in related field.

### **Job Type:**

Full-Time beginning January 1, 2017

### **Skills/Abilities:**

- Bilingual/Bicultural (proficient in Spanish)
- Ability to practice in a culturally competent and sensitive manner
- Ability to work in a team setting
- Experience with sexual assault victimization issues
- Ability to offer stabilization and safety planning assistance to crisis clients

- Experience and comfort with public speaking
- Ability to assess and understand legal documents including laws, subpoena's, court related documents and police reports
- Familiarity with the court system and TN State codes and laws is preferred
- Ability to clearly and effectively communicate with professionals from varied fields including social service organizations, law enforcement, criminal justice, government agencies, other therapeutic organizations, etc.