

YWCA Greater Lafayette

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YWCA Greater Lafayette SEXUAL ASSAULT CASE ADVOCATE

Department: Domestic Violence Intervention and Prevention Program (DVIPP)
Supervisor: DVIPP Director
Classification: Full-time, Non-Exempt

YWCA Greater Lafayette is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.

YWCA Greater Lafayette is an organization with a powerful nationwide mission and long-standing relationships with supporters. The work we do is meaningful and necessary, and our supporters recognize the crucial role we play in the community. We need a member of our team that will continue to cultivate existing relationships and help us tell our story to those that don't know it yet. Our mission is the core of who we are, and our vision is to be the leading organization for women and their families, empowering them to meet their vital needs and succeed in life.

Position Summary

Reporting to the DVIPP Director and an important part of the DVIPP team, The Sexual Assault Case Advocate is responsible for assisting sexual assault victims, from initial crisis intervention to the development of goals and achievement plans for a violence-free life. Additional tasks include promoting awareness, providing community education, and collaborating with other related agencies to coordinate sexual violence response.

Essential Functions

- Provide guidance to resident and non-resident victims, from initial crisis intervention, through intake, safety planning, goal setting, and achievement plan through trial/criminal justice process
- Participate in weekly client meetings to support individual goal achievement.
- Coordinate support group meetings to provide education and facilitate group discussion.
- Advocate for residents and non-residents with legal, social service, education, and medical organizations and provide referrals as needed.
- Distribute literature and other resources to key organizations such as local schools, medical facilities, law enforcement, and social service agencies to promote awareness of issues and available resources
- Conduct presentations on issues related to sexual assault and available resources to groups of all ages, from school children to senior citizens.
- Identify community training needs as required by program need.
- Collaborate with other victim service agencies to promote coordinated sexual assault response.
- Participate in weekly staff meetings.
- Maintain client and program confidentiality.
- Maintain all necessary documentation and records.
- Represent the organization in a professional manner at all required meetings and events.
- Be on call as needed, including for hospital response.
- Other duties as assigned.

Requirements and Qualifications

- Bachelor's degree in related field or experience equivalent preferred.
- Obtain 10 Continuing Education Units (CEUs) annually.
- Ability to work independently on assigned responsibilities and manage stressful or crisis situations.
- Ability to multi-task and adjust priorities as needed.
- Knowledge of community resources and support organizations preferred.
- Strong written and oral communication skills.
- Familiarity with common computer software such as Word, Outlook, and Excel.

Additional Requirements

To perform essential functions of this job, the employee is regularly required with or without reasonable accommodation to sit, stand, bend and reach with manual dexterity sufficient to operate standard office machines such as computers, copiers, telephones, and other office

equipment. Valid driver's license required. May require lifting up to 40 pounds. Requires normal range of hearing and vision.

Acknowledgement

Acknowledgement of this Position Description does not constitute a contract of employment. This position can be modified at any time for any reason by YWCA Management.

President/CEO's Signature

Date

Supervisor's Signature

Date

I have read and I understand this job description.

Employee's Signature

Date

Sexual Assault Case Advocate FT- 5.20.2022