

**Safe Haven of Greater Waterbury, Inc.
Personnel Committee**



Job Description:

Title: Crisis Response Advocate/Campus Advocate

Supervisor: SACS Program Director

Job Analysis:

Provide crisis intervention, case management, advocacy and follow-up services to victims of sexual assault and stalking; provide comprehensive services in partnership with police (campus and local), district attorney and other campus based and/or community-based agencies serving students. Stationed at select campuses based in Safe Haven's catchment area.

Campus Advocate Duties:

1. Provide on-site crisis intervention response to victims of rape/sexual assault and/or stalking on campus
2. Provide criminal justice and/or campus-based judiciary advocacy as well as personal advocacy
3. Provide mandatory 24 hour on-call direct service (hospital and hotline) and/or consultation to volunteer advocates per policy
4. Provide follow up and case management services to assist with: reduction in victimization, increased level of functioning, improved capacity for independence, reduction in level of isolation
5. Perform follow-up visits and outreach to clients
6. Assist in assessing needs for and designing/implementing support groups
7. Assist in obtaining Office of Victim Services compensation
8. Assist in registering for CTSAVIN
9. Assist in related trainings/community events, speaking engagements as directed by supervisor
10. Participate in on campus based safety and/or violence prevention committees
11. Prepare timely and accurately statistical reports and data input
12. Provide legal and medical advocacy to victims/survivors of sexual assault and their families
13. Represent Safe Haven at local, state and national meetings as directed by supervisor
14. Maintain a commitment to the mission and work of Safe Haven with a deep appreciation for and sensitivity to the guiding principles of the organization

Overall Duties:

Job Description: SACS Campus Advocate

1. Attend staff meetings
2. Prepare timely and accurate reports
3. Keep accurate records
4. Make appropriate intake decisions and informed referrals
5. Available to be on-call as needed
6. Other duties as requested by Director

Qualifications:

1. Certification as a sexual assault counselor (under CGS 52-146k) as amended, regarding Confidential Communications
2. Ability to maintain confidentiality at all times
3. Demonstrated knowledge of sexual violence and stalking dynamics and effects, public awareness and crisis intervention and counseling services
4. Organizational skills
5. Professional verbal and written communication skills
6. Experience with sexual assault issues and their advocacy
7. Driver's license and use of personal car for business purposes
8. Degree in social work or human services, public health, social work or related field required or in progress

Signature

Date