

Centre Safe
Sexual Assault Counselor/Legal Advocate

Reports to: Director of Counseling and Advocacy

Status: Full-time

Typical Work Hours: M-F; 8-hour workday with hours between 8am – 5pm, with occasional evening hours

FLSA Classification: Non-Exempt

Grade: B

Revision Date: August 2021

Organizational Expectations:

All employees at Centre Safe will demonstrate a commitment to our Core Values:

1. Commit to empowering survivors through trauma-informed and client-centered services that are intentionally equitable, inclusive, diverse, confidential and professional, and responsive to identified client and community needs.
2. Eliminate violence by challenging the structural inequalities and oppressions that perpetuate gender-based violence, recognizing intersectionality in the ways violence is experienced by survivors and the wider community.
3. Enhance and value our human resources through ethical stewardship of the knowledge, expertise, lived experience, and courage of spirit of the staff, volunteers, and directors, as well as our financial resources, facilities, and community relationships.

Employees are expected to become familiar with the *Centre Safe Employee Handbook* and abide by the policies within it.

All Centre Safe employees and Counselor/Advocate volunteers are Mandated Reporters of child abuse and will obtain the required clearances upon employment. All Centre Safe employees and volunteers will maintain and uphold client confidentiality under Pennsylvania State Law, specifically 23 PA C.S. 6102 and 42 PA CSA Sec. 5945.1.

Job Summary:

To provide trauma informed advocacy services, including legal advocacy, to survivors of sexual assault, domestic violence, and stalking.

Essential Responsibilities:

- Provide crisis counseling, crisis intervention, and various forms of advocacy to victims of sexual assault, domestic violence, and stalking;
- Serve as point person for Centre Safe services to adult and juvenile victims of sexual violence and their significant others; provide SART and sexual violence follow-up services, including coordination with volunteer staff; facilitate or co-facilitate sexual violence support groups;
- Coordinate with law enforcement representatives, and in particular, the area Sexual Assault Detective, as a function of field advocacy and accompaniment to Centre Safe program participants as they interact with the criminal justice system;

- Participate in Centre Safe's response to counseling and advocacy requests through Prison Rape Elimination Act (PREA);
- Serve as point person for Centre Safe services to victims engaged in the Title IX process at Penn State;
- Assist with filing of Protection Orders;
- Participate in rotation of advocacy at preliminary hearings;
- Maintain client files for all sexual violence cases;
- Provide data management and recording of participant services;
- Assist with and provide instruction, as needed, with advocate training classes;
- Maintain a trauma-informed perspective and provide support to Counselor Advocates as they provide trauma-informed services to sexual assault victims;
- Participate in providing advocacy at the Children's Advocacy Center;
- Participate with systems advocacy and related meetings, as delegated;
- Assist clients in filing Victim's Compensation Assistance Program (VCAP) claims.

Other Responsibilities:

- Maintain and increase current knowledge in the field and professional effectiveness through attendance of internal and external seminars/workshops, in-service and professional development sessions;
- Participate in staff, team and case management meetings;
- Participate in Centre Safe office staffing in State College and staffing of the hotline during off-hours;
- Participate in Center committees and teams when appropriate;
- Other VOCA duties as assigned.

Qualifications:

- Bachelor's degree in counseling, social work, or related field is preferred
- Experience in the provision of direct services to survivors is preferred
- Must obtain and maintain, required Criminal History, Child Abuse, and FBI clearances
- Must successfully complete Centre Safe's Volunteer Advocate Training post-employment
- Computer proficiency at a basic level including the ability to conduct website searches, navigate through programs and multiple screens, perform data entry, and use common word processing, email, calendar and spreadsheet programs (Microsoft Office programs preferred)
- Maintain a valid driver's license and access to reliable vehicle, in order to drive self to other locations throughout Centre County
- Ability to communicate effectively with clients and across various levels of the organization

Working Conditions: Office setting in professional work environment.

Supervisory Responsibility: No supervisory responsibilities

This job description is not a comprehensive list of all actives, duties or responsibilities and may change without advance notice. This job description is also not a contract for employment and does nothing to change the at-will status of employment. The employer is an Equal Opportunity Employer.

Employee Name _____
Date _____

Signature _____