



JOB DESCRIPTION: BILINGUAL VICTIM SERVICES ADVOCATE (part time)

Reports to the Victim Services Coordinator and Executive Director

The Bilingual Victim Services Advocate is responsible for providing Advocacy services in both English and Spanish to victims/clients who seek assistance from the NWA Center for Sexual Assault (CENTER), in accordance with CENTER policies and best-practices. Schedule may be flexible with pre-approval of the Executive Director.

GENERAL QUALIFICATIONS

- Commitment and belief in Victim Advocacy, Social Justice and the mission of CENTER.
- A team-player who understands that best-practices client service and organizational administration are vital.
- Bachelor's Degree required in Psychology, Sociology, Social Work, Health Science, Criminal Justice, or related field—non-degree equivalent experience will be considered on a case by case basis.
- Speaks and writes fluently in both Spanish and English.
- Competency and experience with computer software related to word processing, data-bases, and desktop publishing (including, Microsoft PowerPoint, Word, and Excel).

VICTIM SERVICES DUTIES AND RESPONSIBILITIES

- Be available to provide 1—8 days a month of 24-hour crisis line and crisis clinic advocacy as assigned by Executive Director and Victim Services Coordinator.
- Provide in-person advocacy as needed during office hours.
- Provide crisis line and crisis clinic advocacy as needed during office hours.
- Provide follow-up care and support for victims.
- Provide one-on-one advocacy and escorts/accompaniment to medical and legal appointments.
- Assist with public presentations to professionals and community groups.
- Assist with training volunteer advocates and interns as needed.
- Provide support group advocacy as assigned by Victim Services Coordinator or Executive Director.
- Disseminate referral information to victims, including information regarding the Arkansas Crime Victims Reparation Board.
- Collect and prepare monthly client statistics for Grant and Research Reporting.
- Research, compile, and distribute sexual assault information—staying current on new research and information.
- All other victim services duties set forth by the Victim Services Coordinator or Executive Director.

BILINGUAL-SPECIFIC DUTIES AND RESPONSIBILITIES

- Be available to provide 1—8 days a month of 24-hour crisis line and crisis clinic Spanish-Language back up advocacy to whomever is on call as assigned by Victim Services Coordinator.
- Assist Bilingual Advocacy team in soliciting groups and venues for educational presentations in Spanish.
- Assist Bilingual Advocacy team in translating agency documents and information into Spanish as needed.
- Assist Bilingual Advocacy team in Spanish-language outreach efforts.

GENERAL AND ADMINISTRATIVE RESPONSIBILITIES

- Be an active, best-practices role model and support to volunteer allies and interns.
- Be a self-starter and take initiative to grow and expand upon the organization's mission-driven work.
- Provide all aspects of friendly, accommodating and professional service to all clients and partner agencies.
- Work with fellow staff to maintain a clean, well-organized work environment.
- Abide by CENTER policies set forth by the Board of Director and by the Executive Director.
- Participate in quarterly informal evaluations and annual formal evaluations.
- Report all issues, concerns, questions, et cetera to Executive Director.
- Complete regular training courses and all additional duties as assigned by the Executive Director.

*I understand my job duties
as outlined above and am
willing to fulfill them.*

Signature

Printed Name

Date