Job Title: On-call Advocacy Intern
Status: Intern/Volunteer
Reports To: Advocacy Manager

Job Summary: This position serves as an advocate for victims of sexual assault, offering non-judgmental emotional support, crisis counseling and information about resources in the community. The On-call Advocate supports survivors both on the phone as well as in person through our 24-hour crisis support services, and also provides support to on-call volunteers.

Qualifications, Knowledge, Skills, and Abilities:
• Have an understanding of the issues surrounding sexual assault.
• Must have flexible schedule and ability to be on call for weekends, and occasionally weeknight overnights and holidays.
• Have strong organizational and problem-solving skills.
• Have excellent verbal and written skills.
• Ability to offer emotional support and crisis management for victims of sexual assault.
• Knowledge of medical, psychological, educational, social services, legal and other community resources.
• Ability to collaborate with other victim service providers.
• Understanding of cultural influences on behavior in multicultural communities. Must be open to working with diverse communities.
• Knowledge of the criminal justice system as it relates to sexual assault and sexual abuse victims.
• Work collaboratively in a team setting.

Job Duties and Responsibilities:
• Complete required forty (40) hours of Hotline Training, as well as additional (eight) 8 hours of Hospital Response training.
• Be available for a minimum of 6-months from May – January or February, with some room for flexibility.
• Agree to be on call for the crisis hotline from and hospital response from own phone (an answering service patches the calls through to the advocate) and commit to a minimum of 1-2 weekend (Friday 5:30pm – Monday 6:30am) per month.
• Respond to calls on the crisis hotline and record statistical information for every call received.
• Respond to calls regarding recent sexual assault by providing support to clients at the hospital and complete intake form for each client.
• Provide clients with information about their law enforcement reporting options as well as information about the forensic medical exam process.
• Serve as the Staff On-call by providing support and consultation to volunteers who are on call and make decisions about how to handle calls during shift.
• Attend supervision and monthly meeting on the 3rd Wednesday of the month from 6:00– 8:00pm.
• Opportunities to shadow advocacy Team
• Report anything mandated by law if have enough information to do so.
• Maintain confidentiality.