



**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 3<sup>rd</sup> 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.

Ending sexual assault through prevention & care

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