

**MENOMINEE COUNTY/TOWN OF MENOMINEE
POSITION DESCRIPTION**

Position Title: Sexual Assault Advocate	Department: Human Services	Division/Section: Behavioral Health
Classification: Non-Exempt PT	Salary: \$28,371-\$30,618 Grant Funded	Supervisor: Executive Director
Supervision Exercised: None	Re-Posting Date: September 8, 2020	Deadline Date to Apply: September 15, 2020
Position Summary: The DV/SA Advocate provides crisis intervention, counseling and advocacy to the victims of or directly affected by domestic violence, sexual assault and rape and intimate partner violence.		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responds to clients in crisis situation who need emergency crisis intervention either by direct contact, referral and/or 24-hotline.
- Provide crisis intervention, support, advocacy, court accompaniment, and information and referral services to victims, either by telephone consultation or by direct contact in accordance to Wisconsin guidelines and assists victims in completing OVS applications.
- Assist clients and and/or their legal guardian(s) in providing available legal options, information and referral.
- Accompany, support and advocate for clients throughout the judicial and medical process.
- Provide approximately one week per month 24/7 on-call crisis intervention. Responsibility includes going with victims for SANE (Sexual Assault Nurse Examiner)/DV calls.
- Aid with orders of protection.
- Provide Advocacy and direct services for disclosures while co-facilitating Rape Crisis programs (with educator) regarding Rape Crisis and Sexual Assault Services.
- Maintains client records and documentation of services. Collects data, prepares and reports program statistics by the assigned date as required other funding sources.
- Assist in development and distribution of sexual assault direct services-related publications/materials for in Menominee County.
- Attend ongoing trainings in Rape Crisis and Sexual Assault annually.
- Act as a liaison to various county agencies.
- Maintain confidentiality of client and VRC records.
- Attend agency meetings as scheduled.
- Perform all other duties as assigned.

NECESSARY KNOWLEDGE/SKILLS/ABILITIES:

- Must be able to reduces stress and trauma for victims by providing crisis intervention and advocacy services, coordinating cases with law enforcement and the court system, referring clients to community resources, providing crisis lines services, providing support group services and accompanying clients to medical, legal or judicial procedures.
- Experience with documenting services by writing progress reports and completing other documentation as required by agency, accreditation and ethical standards.
- Experience with providing outreach to the community regarding sexual assault services to ensure access to services.

- Must be able to identify and provide outreach to underserved populations regarding sexual assault services to ensure access to services.
- Maintains harmonious working environment by participation in team and staff meetings, consulting with staff regarding topic areas, respecting cultural and lifestyle differences and by providing support and encouragement to other staff members.
- Must be available for rotating on call for sexual assaults and after-hours events.
- The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
- Ability to work in partnership with other team members.
- Ability to forge a mutually respectful partnership with persons served and their families in which they are helped to gain the skills and confidence to address any issues and problems they face.
- Ability to set limits and maintain the helping role of the practitioner and to intervene appropriately to meet the needs of the persons served or other family members.

MINIMUM QUALIFICATIONS:

- High School Diploma
- One (1) year of previous experience working with Sexual Assault Survivors
- Must have completed or be willing to complete 30 hours of Wisconsin Coalition of Sexual Assault and Victim Advocacy School
- Knowledge of violence/abuse/sexual assault and the dynamics surrounding issues of power and control.
- Ability to network and develop community partnerships
- Excellent interpersonal, verbal, and written communication skills
- Ability to work well in a collaborative team environment with both internal and external partners
- Experience utilizing Microsoft Office and web-based programs
- Ability to pass background check
- Valid driver's license and operational, registered and insured vehicle.

PHYSICAL DEMANDS: To perform and function in situations encountered in a normal office setting. No physical limitations that would impair mobility or restrict ability to lift and/or carry a minimum of 10/20 pounds and occasionally lift and/or move up to 20/25 pounds; sit down/get up or bend/ stoop; frequently climb flights of stairs; sit for a number of consecutive hours; concentrate on precise and critical information; requires manual dexterity sufficient to operate standard office equipment.

MENTAL DEMANDS: Must be able to analyze many variables and choose the most effective course of action for the organization at any given point in time. Personal maturity is an important attribute. Must be able to resolve problems, and make effective decisions under pressure. Must have a long attention span in order to listen to people, perceive the real problems and bring issues to a successful conclusion. Must relate and interact with people at all levels. Must be culturally sensitive.

Stressful factors include the on-going intensity of involvement with students and school personnel/boards, or clients, and the provision of services in a sometimes unfavorable and difficult environment; a varied schedule, frequent travel, and travel in inclement weather.

PERSONAL CHARACTERISTICS: Appearance should be pleasing, poised, and well groomed; attitudes toward people should demonstrate warmth of personality, patience, respect, sensitivity to feelings & ideas; a willingness to give and sustain help; dependable, reliable, flexible, integrity, insight, imagination, and creativity.

AUTHORITY: This position description is an illustration of the duties and responsibilities of this position and is not intended to be all-inclusive. Executive Director and/or board reserves the right to add or remove duties and to assign other duties as necessary.

BACKGROUND CHECK REQUIREMENTS: A thorough background check will be conducted as part of the hiring process to determine whether the circumstances of any conviction or pending charge may be related to the job being filled. Confidentiality is mandatory in all aspects of the job. Candidate selected for hire will be subject to a drug test and employment will be contingent on the results of said test.

BENEFITS: To see a summary of Menominee County's benefits, visit Menominee County's website at www.co.menominee.wi.us and click on the "Career Opportunities" tab appearing in the left margin of the home page.

APPLICATION PROCESS: A complete application includes:

- Signed and completed Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us);
- Current resume;
- Two professional letters of reference and one personal letter of reference;
- Copy of high school diploma; and
- Copy of valid Wisconsin Driver's License and proof of vehicle insurance.

Applications that are incomplete or do not include the information described above will be screened out and will not proceed to the interview stage.

Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse
Attn: Human Resources
P.O. Box 279
Keshena, WI 54135

Or email complete packet to lonat@co.menominee.wi.us

Please call 715-799-3024 if you have any questions or need assistance.

Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.