



CRISIS CENTER, INC.

POSITION DESCRIPTION

Rape Response Hotline Advocate

PURPOSE

The purpose of this position is to provide a Rape Response staff person to answer the 24-hour hotline and coordinate appropriate services.

WORKING RELATIONSHIPS

1. Reports directly to Rape Response Program Coordinator.
2. Works closely with Rape Response staff to ensure all programs and services complement each other and are easily accessible to survivors.
3. Works closely with community partners to maintain information and referral database.

QUALIFICATIONS

Minimum of a high school diploma. Preferred: at least one year experience as an advocate for sexual assault survivors. Must attend the Crisis Center's advocacy training.

Always conducts self in a professional manner as a representative of the agency and makes every effort to perform duties in an efficient and well-organized manner.

DUTIES AND RESPONSIBILITIES

1. Provides initial contact with victims who call the Rape Response Hotline.
2. Ensures that Rape Response Hotline services are continuous with no breaks in service.
3. Coordinates SANE services for survivors who make contact within 72 hours of the assault.
4. Coordinates Advocacy services for survivors, over the phone or in-person.

5. Works closely with Rape Response Counselors to ensure that callers receive appropriate follow-up.
6. Refers victims of sexual assault to appropriate law enforcement, social services and medical resources in the community.
7. Logs all calls into the iCarol Database in real-time.
8. Ensure quality crisis intervention services are provided to incarcerated survivors of sexual violence in the Crisis Center service area and other areas as determined by funding.
9. Provide PREA advocacy.
10. Coordinate with the Direct Service Liaison on follow-up calls and PREA letters.
11. Serve as backup to backup.
12. Restock the client supplies as needed.
13. Wash and fold the laundry (medical gowns, towels, wash clothes, and blankets) as needed.
14. Check the exam rooms and the shower; clean them up if needed.
15. Straighten up the interview rooms, if needed.
16. Assists with other projects and performs other duties as requested by the Executive Director or the Rape Response Coordinator.

ESSENTIAL JOB FUNCTIONS

- Working at a desk for extended periods of time
- Extensive use of computers
- Working in an office setting

**To apply, please send a letter of interest and resume to Leen Murad:
lmurad@crisiscenterbham.com**

Job Type: Full-time 8:00AM-4:00PM

Work Location: In person with an option for a hybrid work schedule at times

Salary: \$31,500