

The Turning Point
(Rape Crisis Center of Collin County)

Job Description

Title: Client Advocate-PRN or Part-Time, Nights & Weekends

Reports to: Advocacy Program Manager

Location: Dallas-Methodist Dallas Medical Center

Summary: Client Advocate provides crisis intervention and advocacy services to victims of sexual violence and family/friends of victims (secondary victims) and assists in program support of all direct services.

Duties:

1. Provide direct services to victims of sexual violence, other crimes, and secondary victims via crisis intervention, advocacy, and accompaniment services, including assistance with CVC and VINE, by phone or in person.
2. Provide support to all agency client programs as needed and directed by supervisor.
3. Provide proper documentation on all services provided.
4. Participate in volunteer/advocate meetings.
5. Submit timesheets every month.
6. Other duties as assigned.

Job Requirements:

1. Must complete 40 hours of mandated OAG sexual assault training.
2. Must complete and document 6 hours of continued education annually.
3. Must work a **minimum** of 12 shifts per month.
4. Ability to develop and maintain positive and professional working relationships with clients, staff and community contacts.
5. Excellent communication, organization and administrative skills.
6. Must be able to maintain confidentiality of all clients.
7. Must be dependable.

Background:

- Minimum of 2 years' experience in victim services or relevant field preferred. Knowledge of Spanish and fluency in the language is highly desirable.

Education:

1. High school graduate or obtained diploma equivalent (i.e. GED).
2. Knowledge of victim impact issues and the criminal justice system preferred.