



The Sexual Trauma and Abuse Care Center  
Director of Advocacy Services Position Description

**Basic Purpose and Organization:** The Director of Advocacy Services position will provide survivor-centered services that respond to the immediate emotional and physical needs of victims of sexual violence and assist victims with managing problems created by the victimization. In addition, the position is responsible for the coordination of the Volunteer Advocate Program and 24/7 Support Hotline. The position is part of the agency's Leadership Team, and works directly with the Executive Director and program directors to contribute to both programmatic and agency vision.

**Primary Responsibilities:**

**DIRECT SERVICE**

1. Provide services to residents of Douglas, Jefferson and Franklin Counties, which include responding to the immediate emotional and physical needs of victims and restoring the victim's sense of security.

Examples: Accompaniment to Lawrence Memorial Hospital for medical examinations; hotline and in-person supportive counseling; safety planning; practical problem-solving; assist in filing protective orders; law enforcement interview accompaniment; provide information and referrals; assistance with emergency shelter; etc.

2. Responsible for understanding and demonstrating a trauma-informed and survivor-centered view of victims and understanding that their process of healing and facilitating communication with and among service providers and systems can be corrective and restorative.

Examples: Support clients in navigating various service providers, creditors, or employers; assist in filing for crime victim compensation.

3. Participate in the after-hours on-call rotation for crisis calls. Approximately one week a month the Director of Advocacy position will be on-call as staff backup and be available for crisis calls as well as respond within 30-minutes to Lawrence Memorial Hospital for medical examination accompaniment if necessary.

**ADVOCACY COORDINATION**

1. Manage the 24/7 Support Hotline and supervise the Volunteer Advocates.

Examples: Interview, screen, and select volunteer advocates; plan and oversee monthly volunteer meetings; develop, organize, and implement volunteer training; provide evaluation of volunteers' performances; provide continued education and support to volunteers; maintain hotline on-call schedule; ensure quality volunteer services.

2. Establish and maintain collaborative relationships with community organizations and community partners such as law enforcement, court officials, attorneys, medical professionals, area universities, and other community agencies and organizations within service area.

**LEADERSHIP ROLE**

1. Work with the agency's Leadership Team to coordinate agency programs. Facilitate Advocacy team meetings and provide support to program staff and volunteers.

Examples: Attend Leadership Team meetings; provide input on program and agency policies and procedures; participate in strategic planning and program visioning; support the well-being of advocacy staff and volunteers by providing on-going support and guidance.

**Additional duties:**

1. Work with staff on grant reports required by funding sources including financial, statistical and narrative reports.
2. Attend relevant trainings on an annual basis.
3. Attend staff meetings and collaborate with staff and Executive Director on day-to-day office activities.

**Qualifications, Skills and Knowledge**

- Relevant and significant work and volunteer experience AND/OR Bachelor or Master's degree, preferably in the areas of social welfare, women's studies, psychology, child development or related field.
- Experience working with diverse populations. Ability to communicate effectively with various ages and populations (i.e. community members, volunteers, students).
- Experience in crisis response and of the criminal justice system. Experience and/or knowledge of sexual violence issues preferred.
- Spanish language fluency preferred.
- Must have vehicle, valid driver's license and insurance coverage.
- Ability to adjust to changing environments and to be flexible in working within those systems related to sexual violence.
- Ability to work independently while maintaining accountability for all work assigned, being prompt with all appointments and meeting all deadlines in a timely manner.

**Additional details:**

- Full-time (minimum of 40 hours/week)
- \$37,200 / yearly
- Health Insurance benefits (including, health, dental and vision insurance)
- Paid Time Off (vacation, sick, holiday)
- The Care Center is committed to making sure our agency is diverse and representative of the community. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Position open until filled. Apply with resume and cover letter to [chrissy@STACareCenter.org](mailto:chrissy@STACareCenter.org)  
Or mail to: The Sexual Trauma and Abuse Care Center, Attn: Chrissy Heikkila, 708 W. 9th St. #105,  
Lawrence, KS 66044