



# The Sexual Trauma & Abuse Care Center

## Youth and Family Advocate Position Description

**Basic Purpose and Organization:** The Youth Advocate position will provide survivor-centered services that respond to the immediate emotional and physical needs of victims of sexual trauma and abuse, and assist victims with managing practical problems created by the victimization. In addition, the position is responsible for coordination of services and expertise of youth and family-specific sexual trauma and abuse. The position will support community collaborations and oversee other work assignments as the Executive Director determines.

### **Primary Responsibilities:**

#### **DIRECT SERVICE**

1. Work with the Advocacy team to providing services to Douglas, Jefferson and Franklin counties that respond to the immediate emotional and physical needs of victims and to restore the victim's sense of security  
Examples: Crisis intervention accompaniment to hospitals for medical examinations; hotline counseling; assisting in filing restraining orders; and other emergency services as needed.
2. Responsible for providing services to assist victims of sexual violence with managing practical problems created by the victimization. Responsible for understanding and demonstrating that maintaining a holistic view of consumers and their process of healing and facilitating communication with and among service providers and systems can be corrective and restorative to survivors of trauma.  
Examples: Support and navigate with victim through various service providers, creditors, or employers; assisting in filing for compensation benefits; and helping to apply for public assistance.
3. Work with Advocacy team to be part of the after-hours on-call system for crisis calls on a rotation system. 1-2 weeks a month the Youth Advocate position will be on-call staff backup and available for crisis calls and 30-minute hospital response afterhours, and attend monthly advocate meetings.

#### **YOUTH VICTIM OUTREACH**

1. Responsible for establishing and maintaining relationships with other community organizations that work primarily with youth.  
Examples: Develop and maintain contact with area law enforcement, mental health, social services, hospital, and court services to establish protocol for a coordinated response to youth victims of sexual violence as well as attend meetings related to mission in service area. Facilitate Douglas County Child Abuse Response Team.
2. Collaborate and coordinate with other staff on projects, events and youth and family related outreach efforts.

#### **Additional duties**

1. Compile data and complete reports required by funding sources which includes financial, statistical and narrative reports.
2. Attend relevant trainings on sexual violence related topics.
3. Attend staff meetings, and collaborate with staff and Executive Director on day-to-day office activities.

Updated April 2018

## Qualifications, Skills, and Knowledge Needed

- 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, including youth and families. Ability to communicate effectively with various ages and populations (i.e. community members, volunteers, students).
- Experience in crisis response and case management required. 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 ability 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.
- Ability and willingness to be a positive, professional and engaged member of the agency's team by behaving honestly, responsibly, and respectfully to all (colleagues, community members, agency clients). The work environment requires flexibility and the willingness to adjust to a changing environment.

## Additional Details

- Full-time
- Annual Salary: \$35,200
- 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.

**Apply with resume and cover letter by 4/30/18** to [chrissy@STACareCenter.org](mailto:chrissy@STACareCenter.org)

Or The Sexual Trauma and Abuse Care Center, Attn: Chrissy Heikkila, 708 W. 9<sup>th</sup> St. #105, Lawrence, KS 66044