



**Program: Foothills Alliance Sexual Trauma Center  
Serving Anderson and Oconee Counties  
Position Description**

**Job Title:** Legal Advocate

**Reports To:** Sexual Assault Program Coordinator/Director

**Position Status:** Full-Time-Non-exempt

**Position Requirements:** Bachelor's Degree in Counseling, Social Work (BSW), Human Services or closely related field, or five years of experience working in related field. Must understand basic dynamics of sexual violence and interpersonal violence.

**Job Description:** The purpose of this position is to provide crisis assistance, advocacy, lay legal advocacy, and SA related case management services for survivors of sexual assault. Services will include families, households and witnesses as applicable. Appropriate services will be identified, planned, obtained, provided, recorded, monitored, and follow-up will be provided.

**Essential Duties and Responsibilities: (Other duties may be assigned as appropriate)**

- Provide sexual assault crisis intervention.
- Be available for on call shifts with the ability to respond to sexual assault survivors during days, evenings, nights, weekends and holidays.
- Respond to sexual assault survivors in office and in the community, providing crisis intervention in a timely manner.
- Provide education, accompaniment and advocacy or intervention for local emergency room departments.
- Provide lay legal advocacy for survivors of sexual assault.
- Explanation of the judicial system, constitutional rights, services available through SCCADVASA, SCVAN, SCAG, etc.
- Explanation and assistance with understanding forms such as orders of protection or crime victim compensation etc.
- Identification of options and contacts in law enforcement and legal system which may assist the survivor.

- Accompaniment and advocacy for court hearings, interactions with law enforcement, probation, and prosecutors.
- Provide case management services for survivors of sexual assault. This will include the development of an individual case plan, implementation, monitoring and closure of the case plan.
- Provide advocacy to clients to include referring and assisting the client in obtaining necessary services and resources. This will also include accessing appropriate city, county, state and federal resources.
- Coordinate and facilitate access to and delivery of supportive services to the client and record this information in accurate, up-to-date client files.
- Provide and/or arrange transportation to the client in order that appropriate resources are accessed.
- Participate in regular staff meetings and supervision.
- Provide follow-up and aftercare services for survivors of sexual assault.
- Complete and maintain VSP certification.
- Other related duties as may be assigned.

To apply please send resume and references to [hr@foothillsalliance.org](mailto:hr@foothillsalliance.org)