Job Description

Job Title: Sexual Assault Survivor Advocate

Reports to: Sexual Assault Services Director, Rape Crisis Center of Horry and Georgetown Counties

Qualifications: Minimum of an Associate’s Degree in psychology, sociology, social work, community/health education or related field. Must have at least one year of experience working in the area of sexual abuse/assault, domestic violence, and/or trauma. Proven ability to communicate effectively with others both verbally and in written form. Able to work both independently and as part of a team.

Salary: $13.75/hour for up to 20 hours per week

General Summary of Duties:
Sexual Assault Survivor Advocate is responsible for providing crisis intervention services to victims of sexual assault/abuse Georgetown and Horry Counties. This position will serve clients by both phone and in-person, including off site at hospital. The Sexual Assault Survivor Advocate will provide information, referrals support and advocacy for survivors.

Essential Duties and Responsibilities:
• Provide direct services for survivors at hospital Emergency Department, as well as crisis/hotline/information calls during office hours.
• Provide staff back-up on a rotation schedule.
• Provide follow up and support for all survivors with whom there has been phone or in-person contact.
• Responsible for maintaining accurate and confidential files for all client contacts.
• Participate in initial training for new volunteer advocates.
• Ensure proper documentation of services via client database.
• Maintain Victim Service Provider (VSP) credentials by completing annual training requirements.
• Attend all scheduled agency and department meetings.
• Keep ER closets stocked with supplies, clothes, and survivor handbooks.
• Perform other duties as assigned/or requested.

*This position is currently an in-office position. Employee must live within 30 minutes of Horry County, SC to ensure reasonable response time to area hospitals.

Resumes accepted until position is filled. If interested, please email a cover letter, resume, and references to Interim Director, executivedirector@victimtosurvivor.org. No phone calls please.