

Center Against Sexual & Domestic Abuse, Inc. (CASDA)

**JOB DESCRIPTION
SEXUAL ASSAULT CAMPUS ADVOCATE**

Job Title: Sexual Assault Campus Advocate Status: Full Time; Salary; Exempt
Supervisor: Director of Program Services Date Revised: September 2019

Summary: This is a brand new position based mainly on University of Wisconsin - Superior campus. This job exists to provide and coordinate advocacy for survivors of sexual assault as well as coordinate campus and community education efforts. The Sexual Assault Campus Advocate also serves as the liaison to the University of Wisconsin – Superior & the Wisconsin Indianhead Technical College communities.

Education and Experience Required:

Bachelor's Degree in human services related field and a minimum of one-year experience working with victims of sexual violence.

Essential Duties and Responsibilities:

- It is my responsibility to provide advocacy services to victims of sexual assault, sexual harassment, stalking, and relationship violence on Superior campuses.
- It is my responsibility to implement campus and community education and outreach efforts.
- It is my responsibility to provide information, resources and referrals to victims.
- It is my responsibility to adhere to agency policy with regards to confidentiality.

Direct Services

- Provide advocacy and crisis intervention services, including safety planning, in-person support, accompaniment, transportation.
- Coordinate and implement campus education and outreach efforts in collaboration with campus personnel and community.
- Increase campus awareness about CASDA services.
- Assist in development and implementation of campus engagement activities including enhancing student access to CASDA services.
- Upon request and as able, represent CASDA at public speaking engagements and provide presentations on CASDA services, sexual violence and advocacy to campus groups or at campus events.
- In conjunction with the Community Engagement Coordinator, field and facilitate campus education, training, and outreach requests.
- Serve as CASDA's liaison and foster positive working relationships with the University of Wisconsin – Superior and the Wisconsin Indianhead Technical College and participate in relevant networking groups.
- Assist in the coordination, outreach and promotion of annual Sexual Assault Awareness Month activities in conjunction with the Sexual Assault Program Coordinator.

Facility Maintenance:

- Clean and maintain work area.

Administration:

- Maintain and submit time sheets on a weekly basis into CASDA's online database.
- Maintain and compile all Mileage Reimbursement Forms and turn in to the Director of Program Services on a monthly basis.
- Complete all client documentation and submit to our client database.
- Maintain and compile all Purchase Requests and turn in to the Director of Program Services on an as needed basis.
- Maintain and compile all client and direct service statistics performed by the Sexual Assault Campus Advocate and enter them on a weekly basis into CASDA's client data base.

Conduct and Behavior:

- Must have the ability to remain open to new ideas and adapt to change.
- Must have the ability to establish rapport and maintain cooperative working relationships with colleagues and community members, seeking guidance if required.
- Must have the ability to communicate with sensitivity, compassion and clarity, taking into consideration the needs and feelings of others.
- Must have the ability to represent CASDA with positivity, credibility and professionalism.

Other Duties:

- Attend staff meetings, in-services, retreats, etc. as scheduled.
- Other duties as assigned by the Director of Program Services and/or Executive Director.
- Attend at least one professional training related to your job description per year.

Knowledge, Skills, and Abilities Needed:

- Knowledge of and experience working with sexual assault victims and/or survivors.
- Must have the ability to interact with diverse backgrounds, i.e., race, color, religion, sex, sexual orientation, gender identity, national origin, disability, and genetic information.
- Must have the ability to set clear, professional boundaries and maintain confidentiality.
- Must have the ability to handle crisis situations in a calm, effective manner.
- Must have the ability to be self-directed yet work effectively as a team member.
- Must have the ability to speak to the public and one-on-one regarding the issues of abuse in a knowledgeable, skillful manner, and in accordance with CASDA's mission and philosophy.
- Must have the ability to complete effective oral and written reports and must be able to meet deadlines consistently.
- Must have the ability to handle multiple tasks simultaneously and have excellent organizational skills.
- Must have a valid driver's license, provide own transportation and provide proof of auto insurance.

- Must have the ability to lift up to 25 pounds and perform general cleaning duties.

I HAVE READ THIS JOB DESCRIPTION AND UNDERSTAND ALL OF THE DUTIES OUTLINED HEREIN.

Employee Signature

Date

Executive Director

Date