

RAPE VICTIM ADVOCATES
Director of Advocacy Services
Job Posting

Position Title: Director of Advocacy Services (full-time, exempt)

Reports to: Director of Programs and Public Policy

Salary Range: \$64,000 - \$68,000, commensurate with experience

Benefits: HMO, Dental, Vision, Life Insurance fully covered by employer. Generous Holiday, Vacation and Sick time.

ORGANIZATIONAL BACKGROUND

Rape Victim Advocates (RVA) is an independent, not-for-profit organization dedicated to the healing and empowerment of sexual assault survivors through non-judgmental crisis intervention counseling, individual and group counseling, and medical and legal advocacy in the greater Chicago metropolitan area. RVA provides public education and institutional advocacy in order to improve the treatment of sexual assault survivors and to effect positive change in policies and public attitudes toward sexual assault. Established in 1974, RVA now serves over 2000 survivors of sexual violence and their loved ones annually through our main office in downtown Chicago and our community-based offices in Austin, Ravenswood and on the Stroger Hospital campus.

GENERAL ROLE DESCRIPTION

The Director of Advocacy Services is responsible for overseeing the functions of the Advocacy Program, including the 24-hour individual advocacy program which includes criminal justice/medical advocacy and crisis intervention services. This position is also responsible for the coordination of institutional advocacy with the medical community, Police, State's Attorney, social service organizations and other institutions that interface with sexual assault victims/survivors. The Director of Advocacy Services oversees all program staff, is responsible for managing the overall quality of the program, and provides direct supervision of the Senior Advocacy Program staff. The Director of Advocacy Services is a member of RVA's staff Leadership Team.

RESPONSIBILITIES

1. Oversee all aspects of the Advocacy Program, ensuring that services are provided in a professional, sensitive and effective manner; this includes ensuring regular monitoring of qualitative and quantitative service provision.
2. Provide individual supervision to Senior Advocacy Program staff and convene team meetings, in conjunction with the Advocacy Services Supervisor, regarding service provision, case consultation, program effectiveness and overall agency business.
3. Provide regular supervision to the Advocacy Services Supervisor and Legal Advocacy Intern Supervisor regarding service provision, case consultation, program effectiveness and overall agency business.
4. Serve as the agency liaison with contracted RVA partner hospitals in regards to emergency advocacy services. In conjunction with Medical Advocacy Coordinator, ensure RVA compliance with contracts.
5. Ensure bi-monthly reports for RVA partner hospitals on RVA service provision.
6. Serve as the agency liaison with Message Center to ensure smooth operation of 24-hour emergency medical advocacy services.
7. Serve as agency liaison to the Chicago Rape Crisis Hotline to ensure smooth operation of 24 hour emergency legal advocacy services.
8. Serve as agency liaison to the Cook County Jail, Metropolitan Correctional Center, Juvenile Detention Center and Illinois Youth Center in monitoring responsibilities outlined in MOU's under the Prison Rape Elimination Act.
9. Serve as agency liaison to Higher Education Instructions partnered for 24 hour Confidential Advisor Services and provide quarterly reports as required.
10. Work with the Director of Programs and Public Policy on program service MOU and contract provision.
11. Conduct regular performance reviews of Senior Advocacy Program staff, promoting their professional development and monitoring fulfillment of their individual responsibilities.
12. Advocate for systemic improvements to survivor treatment in RVA partner hospitals, criminal justice systems and civil justice systems.
13. Work with the Director of Programs and Public Policy to annually plan the institutional advocacy outreach and public policy initiatives to the medical and health care community, law enforcement, criminal justice, and child protective services.

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14. Provide professional training to medical and criminal justice professionals, and ensure that medical in-services and criminal justice trainings are regularly and effectively provided by Advocacy Program staff.
15. Coordinate advocacy staff participation on local and statewide advocacy committees.
16. Maintain a working knowledge of significant developments and trends in the field of sexual assault in order to enhance Advocacy Program effectiveness.
17. Provides support to the Advocacy Volunteer Manager with the coordination of the volunteer program, including coordination and facilitation of the volunteer training.
18. In conjunction with Advocacy Program staff members, provide back-up to emergency medical advocacy services by providing support to staff advocates while on call and taking shifts, as needed. Providing weekend coverage on a rotating basis.
19. Compile, report, and analyze monthly and quarterly service hours through the InfoNet data system to ensure progress towards goals as well as timely and accurate data entry.
20. Prepare other reports as required, including grant reports.
21. Regularly evaluate overall Advocacy Program effectiveness in conjunction with the Advocacy Staff, Director of Programs and Public Policy.
22. Inform and comply with the annual Advocacy Program budget and fiscal guidelines of RVA.
23. Work with the Director of Development and Director of Programs and Public Policy in preparation of advocacy portions of grant applications.
24. Participate in all Program Leadership Team meetings, and other relevant staff/supervision/case consultation meetings.
25. Attend advocacy in-services, and participate in staff development activities.
26. Perform other duties as assigned.

REQUIREMENTS

- BA/BS or equivalent in related field (Masters preferred)
- Minimum of two years of supervisory experience required
- Strong interpersonal skills
- Ability to function well within a team environment, which includes cross-department collaboration
- Excellent verbal and written communication skills
- Strong public speaking skills with a variety of audiences
- Independent, results-focused, highly organized self-starter
- Exceptional organizational and record-keeping skills
- Positive attitude and pro-active approach to problem solving
- Ability to give and receive honest, constructive feedback
- Previous experience in the field of sexual violence/gender-based violence or domestic violence is required
- Previous experience working on women's and/or human rights issues, and working with diverse populations including LGBTQ communities strongly preferred
- Flexibility to work occasional evening and weekend hours required
- Completion of a minimum of 40-hours of sexual assault training within 90 days of hire is required; previous completion of the training is very strongly preferred requirements

Persons of color and LGBTQ persons are encouraged to apply. RVA is an equal opportunity employer and does not discriminate on the basis of race, age, sex, gender identity, gender expression, national origin, sexual orientation, or disability in its procedures and policies.

To Apply:

Please send your cover letter and resume by e-mail to:

Sarah Layden – Director of Programs and Public Policy

advocacy@rapevictimadvocates.org

Please note that resumes received without cover letters will not be considered. No phone calls, please.