

RAPE VICTIM ADVOCATES
Northside Legal/Medical Advocate (Bilingual)
Job Posting

Position Title: Northside Legal/Medical Advocate (Bilingual) (full-time, non-exempt)

Reports to: Advocacy Services Supervisor

Salary Range: \$36,000 - \$37,000, 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 Northside Legal/Medical Advocate (based at the Northside Community Office) is responsible for providing medical and legal advocacy to survivors of sexual assault and their significant others. This position is responsible for providing legal advocacy to victims/survivors of sexual assault, including but not limited to: accompaniment for survivors to police stations, throughout the court process, and to obtain an Order of Protection or a Civil No Contact Order; assistance with filing for crime victims' compensation and referrals for other services; discussing alternatives to the criminal justice system and/or providing referrals for any work-related issues. The legal advocate liaisons with uniform police officers, sex crimes detectives and the State's Attorney Office to ensure proper charges are pursued and filed. In addition, the Northside Legal/Medical Advocate will provide crisis intervention, emotional support, and appropriate referrals/linkages to sexual assault victims/survivors and their significant others through the emergency department of partner hospitals, telephone crisis calls, and walk-in requests. As requested, this position will also assist survivors in navigating medical follow up needs such as reproductive options, STI/HIV follow up testing and medical billing reimbursement. Responsibilities also include providing institutional advocacy within the criminal justice and healthcare systems. This position is part of the on-call staff rotation providing 24-hour crisis response to affiliated hospitals, and is an essential part of the Advocacy Services Program.

RESPONSIBILITIES

1. Provide in-person support, crisis intervention and information and referrals to North Side community survivors of sexual assault and their significant others.
2. Provide crisis intervention, emotional support, and medical/legal advocacy to sexual assault survivors seen in the emergency department of partner hospitals.
3. Provide ongoing legal advocacy for sexual assault survivors including: explanation of the legal process; accompaniment to the police station, State's Attorney's office, through the court system; and information about non-criminal justice options.
4. Carry a caseload of active legal clients and keep these clients regularly apprised of their case status.
5. Provide on-going medical advocacy services, as needed (e.g. billing problems, STD and pregnancy testing, HIV testing and treatment, substance abuse programs, DCFS, etc.).
6. Carry a caseload of active medical advocacy clients and keep these clients regularly apprised of their medical follow up appointments and billing status.
7. Provide on-call coverage for assigned and rotating shifts as part of the 24-hour hospital crisis response. This involves evenings and some weekends.
8. Provide immediate legal advocacy to survivors in the emergency department and accompanying them to the police stations, as needed.
9. Provide information and referrals including temporary housing, food, clothing, locksmith services, substance abuse treatment, counseling, or follow up medical advocacy services.

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10. Provide crisis intervention, information and referrals via the Northside Satellite office through telephone and in-person contacts.
11. Provide support and information to family members and significant others within the bounds of the rape crisis confidentiality statute.
12. Assist the Director of Advocacy Services with institutional advocacy efforts and professional trainings for medical and criminal justice staff including the local Chicago Police Department districts.
13. Perform ongoing outreach and networking within the North Side community to foster collaboration and maintain awareness of the Northside Satellite Office and RVA services.
14. Maintain accurate and complete records of all services delivered and adhere to agency and departmental documentation submission requirements.
15. Assist the Volunteer Advocacy Manager and Director of Advocacy Services with portions of the volunteer training and inservices.
16. Attend all staff/supervision/case consultation meetings, attend advocacy inservices, and participate in staff development activities.
17. Participate in meetings/trainings for local and statewide sexual assault coalitions, institutional partners, and other agencies, as assigned.
18. Complete monthly reports and documentation, including assisting the Director of Advocacy Services with statistical reporting.
19. Perform other duties as assigned.

REQUIREMENTS

- BA/BS or equivalent in related field
- Bilingual (Written and verbal fluency) in Spanish/English required; Bicultural strongly preferred
- Strong interpersonal skills
- Ability to objectively advocate for the needs/rights of others
- Excellent verbal and written communication skills
- Strong public speaking skills with a variety of audiences
- Ability to take initiative and work independently, as well as with a team
- Exceptional organizational and record-keeping skills
- Positive attitude and pro-active approach to problem solving
- Regular access to a vehicle, valid driver's license and proof of insurance for effective service delivery
- Previous experience working on women's and/or human rights issues, addressing sexual violence/gender-based violence, and working with diverse populations including LGBTQ communities strongly preferred
- Completion of a minimum of 40-hours of sexual assault training within two months of hire is required; previous completion of the training is strongly preferred

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:

Sidoni Gonzalez- Advocacy Services Supervisor
northadvocate@rapevictimadvocates.org

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