

JOB DESCRIPTION

Position Title:	Legal & Medical Advocate (Austin)
Employment Classification:	Full-time / Non-exempt
Reports to:	Supervisor of Advocacy Services
Pay Range:	\$40,000 to \$42,000 (annualized)

GENERAL ROLE DESCRIPTION

The Legal & Medical Advocate (Austin) 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 Legal & Medical Advocate (Austin) provides 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.

RESPONSIBILITIES

- Provide in-person support, crisis intervention and information and referrals to survivors of sexual assault and their significant others.
- Provide crisis intervention, emotional support, and medical/legal advocacy to sexual assault survivors seen in the emergency department of partner hospitals.
- 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.
- Carry a caseload of active legal clients and keep these clients regularly apprised of their case status.
- Provide ongoing medical advocacy services, as needed (e.g. billing problems, STD and pregnancy testing, HIV testing and treatment, substance abuse programs, DCFS, etc.).
- Carry a caseload of active medical advocacy clients and keep these clients regularly apprised of their medical follow up appointments and billing status.



- Provide on-call coverage for assigned and rotating shifts as part of the 24-hour hospital crisis response. This involves evenings and some weekends.
- Provide immediate legal advocacy to survivors in the emergency department and accompanying them to the police stations, as needed.
- Provide information and referrals including temporary housing, food, clothing, locksmith services, substance abuse treatment, counseling, or follow up medical advocacy services
- Provide crisis intervention, information and referrals via the RVA Austin Satellite Office through telephone and in-person contacts.
- Provide support and information to family members and significant others within the bounds of the rape crisis confidentiality statute.
- 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.
- Provide outreach to the Austin Community and surrounding area regarding program services and sexual assault resources in collaboration with the counselor and interns.
- Maintain accurate and complete records of all services delivered and adhere to agency and departmental documentation submission requirements.
- Assist the Volunteer Advocacy Manager and Director of Advocacy Services with portions of the volunteer training and inservices.
- Attend all staff/supervision/case consultation meetings, attend advocacy in-services, and participate in staff development activities.
- Participate in meetings/trainings for local and statewide sexual assault coalitions, institutional partners, and other agencies, as assigned.
- Complete monthly reports and documentation, including assisting the Director of Advocacy Services with statistical reporting.
- Perform other duties as assigned.

QUALIFICATIONS

- Bachelor's degree or equivalent relevant experience in the field of sexual assault or domestic violence required.
- Bilingual (Written and verbal fluency) in Spanish/English strongly preferred; 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
- 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 60 days of hire is required; previous completion of the training is very strongly preferred requirements