

**Job Description**  
Crisis Line of Central Virginia, Inc.

**Position Title:** Victim Advocate  
**Status:** Full-Time / Salary

**I. General Description**

Under the direction of the Program Director, the Victim Advocate is responsible for the management of sexual assault client and companion services. The Victim Advocate's responsibilities are divided into five major categories:

- A. Client Services and Case Management
- B. Outreach and Assistance to Underserved Populations
- C. SARP Calendar Development and Maintenance
- D. Volunteer Training
- E. Record Keeping and Statistical Data

**II. Minimum Qualifications**

B.S. or B.A. in psychology, social services, or human services field preferred. Knowledge of crisis intervention skills, understanding of the needs/dynamics of sexual assault victims, and the ability to maintain confidentiality.

**III. Job Responsibilities**

- 1) Client Services/Case Management
  - a) Provide direct victim assistance to victims of sexual assault
  - b) Respond to all requests for services for both child and adult sexual assault victims
  - c) Assist with support group (Conduct pre-screening interviews, prepare paperwork, maintain files)
  - d) Provide on-call coverage as needed
  - e) Provide follow up and case management services for clients
  - f) Input all client contacts in IRIS and VAdata
  - g) Communicate regularly with other agencies to connect victims to the services they need in a timely manner
  - h) Provide court accompaniment for sexual assault victims
- 2) Outreach to Underserved Populations
  - a) Assist in identifying populations that are not being served
  - b) Provide presentations in regard to SARP services, sexual assault laws, reporting and medical options to underserved populations
- 3) SARP Calendar Development and Maintenance
  - a) Contact all volunteers and staff monthly for shift sign-up/availability
  - b) Send completed calendar and all updates/changes to all pertinent parties
- 4) Volunteer Training
  - a) Assist with volunteer training (classroom or individual)
  - b) Assist Volunteer Coordinator with organizing and scheduling in-service sessions
  - c) Submit articles for monthly Volunteer Newsletter
- 5) Additional Program/Agency Responsibilities
  - a) Participate in and positively represent SARP and the Crisis Line Agency during work related activities held outside of regular work hours
  - b) Input and maintain statistical data with regard to project goals and objectives

I understand and accept the responsibilities outlined in this job description.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_