



the cottage

sexual assault center & children's advocacy center

Job Description

Position: Advocate for Adult Services

The Cottage: Sexual Assault Center & Children's Advocacy Center raises awareness and facilitates the healing of individuals, families and communities affected by sexual violence and child abuse.

The Advocate for Adult Services provides a variety of clinical, intervention, and advocacy services for adult survivors of sexual assault and their families in Athens-Clarke, Madison, Oconee, and Oglethorpe Counties. This position collaborates with professionals from other agencies involved in sexual assault investigations and/or provision of services, which can include: hospitals (Piedmont Athens Regional or St. Mary's), law enforcement and District Attorney (Clarke, Oconee, Oglethorpe, Madison counties), ACC Jail/Prison, or ACC-SANE (Athens-Clarke County Sexual Assault Nurse Examiners), etc.

The Advocate for Adult Services is a full-time position with partial health and dental insurance benefits along with a retirement package and flexible spending account for health care and dependent care. The Advocate will be expected to respond via phone during some nights/weekends to provide guidance for The Cottage 24-hour response through the crisis hotline and Accompaniment Advocates. This position is supervised by the Director of Adult Services.

Salary Range: \$37-41K annually

Applicants must hold a Bachelor's Degree in Social Work, Public Health or some other related field and/or have equivalent work experience.

The Cottage seeks to maintain and improve our services for all survivors regardless of gender identity/expression, sexual orientation, race, color, socio-economic status, religion, age, ability, and national origin/immigration status.

Duties and Tasks of Position:

- Engage in crisis accompaniment with primary survivors and secondary survivors, specifically involving hospitals, law enforcement, SANE, court, jail, walk-ins, etc.
 - Provide day-time on-call coverage 3-4 days/week on average between the hours of 8am-5pm, Monday-Friday.



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- Coordinate scheduling and provide in-person crisis response, support, and validation for clients receiving Forensic Medical Exams and/or other medical services related to sexual assault
- Coordinate scheduling and provide in-person crisis response, support, and validation for clients reporting to law enforcement and/or participating in criminal justice process
- Discuss the immediate, short-term/long-term legal and medical processes that apply. Provide crisis counseling, coping skills, and education of sexual assault to the survivor and secondary survivors of which may include friends, family members, and/or partners.
- Provide timely follow-up services and connect clients to needed resources
- Complete all required paperwork and documentation of services for clients
- Engage in intake, assessment, and referrals of adult survivors
 - Schedule and conduct in-person and/or phone intakes when appropriate to discuss Cottage services, complete paperwork, and collect client information
 - Discuss and coordinate access to counseling services and support groups as well as connect to agencies/resources for other needs
 - Document and maintain records of client interactions and ensure timely follow-up
- Co-facilitate adult support groups with Groups Coordinator
 - Assist with curriculum development, group screening process, group support sessions, and documentation of group services
- Regularly fulfill timely documentation of services to clients (within 24 hour of provision) including notes, folders, database and statistics
- Participate in bi-weekly Adult Services Program meetings to discuss on-going cases, policies/protocols, group needs, and outreach plans
- Participate in bi-weekly individual supervision from Director of Adult Services to discuss clients, case reviews, policy changes, scheduling, etc.
- Network and engage in staffing of cases with other agencies belonging to the sexual assault response team (SART) for Clarke, Oconee, Madison and Oglethorpe Counties
- Build networks among partner agencies and participate in community meetings when appropriate
- Able to provide prevention and community awareness activities regarding sexual violence when appropriate
- Any other tasks/duties that may be needed



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Professional Development Tasks:

- Receive supervision as on-going professional development
- Engage in continued education via conferences, webinars, and trainings available

Office Tasks:

- Fulfill general office maintenance
- Remain cross trained for child services
- Participate in weekly staff meetings and support
- Act as 24/7 hotline back-up for one week at a time in rotation with other staff
- Assist with Cottage Hotline Volunteer Training and Intern Training periodically
- Assist with cleaning duties and sanitation of offices spaces
- And any other tasks/duties that may be needed

Supervisory Responsibilities: This position does not have supervisory responsibilities.

Required Skills / Experience:

- A Bachelor's level of education is required for this position in a related field to social work and/or equivalent work experience in fields.
- Experience in direct service working with trauma survivors, specifically with child abuse and sexual assault is recommended
- Understanding and ability to uphold confidentiality of all clients
- Must be able to physically respond in person during work hours to the Cottage service area (Clarke, Oconee, Oglethorpe or Madison counties)
- Reliable cell phone and internet access
- Reliable personal transportation for immediate response

Desired Skills/Experience:

- Direct Service work with survivors of child abuse and sexual assault
- Strong computer, writing, public speaking skills, and ability to work collaboratively
- Understanding of the Criminal Justice System
- Preference will be given to applicant's with a Master's Degree in related field
- Preference will be given to applicants who are bilingual in Spanish and/or another language
- Preferred Skills: common sense; good people skills; initiative; an ability to effectively multi-task, staying calm under pressure; and a sense of personal & community responsibility



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Physical Demands:

While performing the duties of this position, the employee is regularly required to see, sit, talk and hear. The employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee may occasionally be required to bend, stoop and/or kneel. The employee is required to stand, walk, and drive or ride in a motor vehicle. The employee must occasionally lift and/or move up to 20 lbs. The employee must have the ability to travel. The employee must be able to provide after-hours support and/or weekend assistance as needed. The employee must be comfortable with public communication, such as public speaking.

Work Environment:

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Occasional work outdoors may be required. Work environment can also include offices, Family Protection Center, Hospitals, Law Enforcement/Sheriff Office (ride-alongs), Jail/Prison, other community agency buildings and virtual video meetings (zoom). Personal vehicles may be necessary to transport between locations needed for work. Personal cell phones may be necessary for communication with staff, clients, and partner agencies. Virtual work (working from home) can be done with impending deadlines, illness of dependents, and emergency closings of the office.

If interested, please send a cover letter, resume, and contact information for 2-3 professional references to the Director of Adult Services.

Applications will be accepted from February 1st, 2021 until February 17th, 2021.

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