



DeKalb Rape Crisis Center

204 Church Street

Decatur, GA 30030

Office ☎ 404-377-1429

Crisis Hotline ☎ 404-377-1428

Title: Bi-Lingual Sexual Assault Victim Advocate
Employment Status: Part Time (25-36 hours per week)
Reports To: Executive Director: Phyllis Miller
Sexual Assault, Volunteer & Advocacy Coordinator: Melinda Scaturro
Salary: Compensation commensurate with experience. Range will be 19,500 to 28,000. Position is grant funded.

Job Description:

The Bi-Lingual Sexual Assault Victim Advocate (SAVA) position provides support to the Sexual Assault, Volunteer & Advocacy Coordinator (SAVA Coordinator). Major duties include coordination with police department and hospital staff in the referral process of sexual assault victims; providing notification to on-call Sexual Assault Nurse Examiner (SANE); client intake at the Family Protection Center; forensic examination accompaniment and victim advocacy; follow-up and case management with sexual assault survivors; and maintaining statistical data for grant purposes and assisting with UVISA applications.

Responsibilities:

- Respond to requests for sexual assault exams in a timely manner and schedule a SANE to conduct forensic-medical exams in accordance with state standards, local protocol, and best practices.
- Serve as a medical accompaniment advocate during the forensic-medical exam.
- Provide direct advocacy services to Latino and Spanish-speaking clients, and work closely with Latino Outreach Coordinator to assist clients with U-Visa and VAWA applications and conduct outreach to the Latino community.
- If qualified, may provide assistance with Spanish-language support group.
- Schedule follow-up exams as needed; provide education to survivors on the physical health impacts of sexual assault and provide mental health referrals as appropriate.
- Works collaboratively with the Executive Director, Medical Director, SANE Director & SAVA Coordinator.
- Maintain good working relationships with Sexual Assault Response Team including court staff, law enforcement, medical staff, and community service providers.
- Keep medical records and statistical data as it pertains to the services provided. Compile statistical data and provide reports to the SAVA Coordinator monthly as directed. Assure accurate record management and quality assurance processes.
- Oversee and complete all paperwork required to compile statistics for funding resources.

- Participate in staff trainings and assist with community awareness and education efforts.
- Perform other duties as assigned.

Expectations:

Persons interested in becoming the Bi-Lingual Sexual Assault Victim Advocate (SAVA) must:

- Be able to read, write and speak effectively in both English and Spanish.
- Demonstrate the ability to interact with multi-disciplinary teams, easily communicate program needs, and work effectively with peers.
- Have excellent listening skills
- Be able to respect and maintain confidentiality
- Display professionalism and leadership qualities in interactions with other organizations, volunteers, board members and staff

Educational Requirements:

- Bachelor's degree in psychology, social work, or other related mental health field or at least 2 years in social service field required or equivalent related experience.
- The Bi-Lingual SAVAs must complete a 30-hour training series prior to completing any client-facing job duties. This training is made available by the Center in the fall, summer and spring of each year. No more than two sessions can be missed; any session missed must be made up through video and/or discussion with SAVAs Coordinator within one month of training completion.

Requirements Specific to Job Duties:

- Bi-Lingual SAVAs are contacted via the call center. All calls received must be the top priority for the SAVAs (the SAVAs must be able to respond to calls in a timely and confidential manner).
- Bi-Lingual SAVAs must provide their own transportation.
- If forensic medical exam needs to be completed at DeKalb Medical Center, the Bi-Lingual SAVAs must make every effort to get to the hospital within 15 minutes of an advocate request from the hospital.
- Bi-Lingual SAVAs can use personal cell phone or office phone to return calls from the crisis line. A business cell phone will be provided, and Bi-Lingual SAVAs are expected to adhere to our electronic communication policy.
- Bi-Lingual SAVAs will turn in all necessary paperwork in a timely manner and ensure they accurately input all statistical data within the communicated time-frame.

For additional information on this position please contact Melinda Scaturro via e-mail at Melinda@dayleague.org