



## **Advocacy Case Coordinator – Full Time Position Description**

*The Orange County Rape Crisis Center's mission is to stop sexual violence and its impact through support, education, and advocacy. We envision a just and equitable world free of sexual violence and all other forms of oppression. Our values include professionalism, excellence, accessibility, social justice, community involvement, self-care, and empowerment.*

The Advocacy Case Manager position is considered full time exempt in accordance with the Fair Labor Standards Act at 40 hours per week. The position requires regular hours as well as frequent evenings, on call shifts, and weekends.

### **Responsibilities:**

1. Provide direct services to English- and Spanish-speaking clients in the office and through the 24-Hour Help Line, and the 24/7 text/chat line, including providing staff-on-call phone coverage.
2. Provide supportive, trauma-informed crisis response and case management services to individuals impacted by sexual violence, this includes but is not limited to:
  - a. Provide appropriate resources and referrals to meet needs of individuals and families in crisis.
  - b. Safety planning
  - c. Serve as OCRCC's primary legal advocate, this includes but is not limited to:
    - i. Provide legal advocacy for clients
    - ii. Assist clients in navigating civil and criminal legal systems
    - iii. Provide clients information about their different legal options
    - iv. Assist clients with filing civil no-contact orders
    - v. Accompany clients to legal appointments and court dates as requested
    - vi. Provide support to clients while completing legal forms
    - vii. Inform clients about and assist with civil no-contact order renewals
    - viii. Develop, maintain, and update OCRCC's legal resource database.
    - ix. Develop, maintain, and update a sexual violence protection order guidebook
    - x. Conduct re and post court follow up clients
  - d. Provide hospital response/advocacy as needed
  - e. Assist victims in filing for victims compensation as needed.
  - f. Conduct client follow-up in person, via phone, and through email.
3. Facilitate training sessions as needed.

4. Assist in the provision of the agency's support group program (e.g., promoting opportunities, conducting client intakes and follow-up calls, facilitating groups and workshops).
5. Facilitate a Spanish-speaking Support groups
6. Attend Orange County Domestic Violence Sexual Assault Response Committee meetings
7. Maintain client's records updated
8. Work with the Client Services Team to research and update materials to ensure effective and culturally competent response, referrals, and information for survivors of sexual violence.
9. Assist with the translation of agency materials.
10. Work as a team member with other staff and volunteers in order to achieve the mission of the Center.
11. Complete all relevant trainings and other tasks as required by the Client Services Director.
12. Maintain appropriate standards of confidentiality.

**Qualifications Required:**

1. Bilingual in English & Spanish.
2. Bachelor's degree in human services or a related field or equivalent experience.
3. Demonstrated effectiveness in communicating ideas clearly, both verbally and in writing.
4. Demonstration of cultural awareness, sensitivity, and competency.
5. Experience working with people from diverse backgrounds.
6. Strong organizational and problem-solving skills.

**Qualifications Preferred:**

1. Completion of OCRCC's 63-hour Companion Training.
2. Experience providing assistance to survivors of sexual violence.
3. Crisis intervention experience.
4. Knowledge of the criminal and civil justice processes.
5. Familiarity with community resources available for survivors of sexual violence.
6. Experience working on teams.

*Reports to:* The Client Services Director of the Orange County Rape Crisis Center

*Hiring Range:* \$13.50-16.00 per hour

*Benefits:* Health, life, and dental insurance; retirement investment plan; and a generous vacation and sick leave package

*The Orange County Rape Crisis Center is committed to fostering the leadership of people of color, Native people, immigrants and refugees, low-income people, LGBTQ+ and trans\* people, people with disabilities, survivors of sexual and/or domestic violence, and people living in the many intersections of these experiences. We strongly encourage people from these communities to apply and will not discriminate on the basis of race, ethnicity, color, socioeconomic class, gender identity, gender expression, sexual orientation, sex, religion, disability status, citizenship status, age, veteran status, or national origin.*