

RESILIENCE

ADVOCATES FOR ENDING VIOLENCE

Posting Date: January 7, 2026

Position: Part-Time Sexual Assault Advocate

Wage: \$18.75 Hourly

Hours: Part-Time, Non-Exempt

Location: Holland, MI

Preparation: Bachelor's degree, with emphasis in social work, education or psychology preferred. The ideal candidate will have:

- Work experience in a not-for-profit agency, education or human services is desirable.
- Knowledge of community resources and understanding of sexual assault trauma and domestic violence is desirable. Must be sensitive to issues of diversity.
- Understands and supports the philosophy of empowerment.
- Ability to solve problems independently and work as a team.
- Dedication to the agency's mission and overall success of the program and the agency.
- Experience using Microsoft Office.
- Bilingual English/Spanish highly desired.

Job Summary: Provides trauma-informed crisis intervention, short-term counseling, advocacy, and education for sexual assault survivors.

Provides domestic violence and sexual assault help line and walk-in coverage for a minimum of four hours a week. May participate in outreach opportunities that further expand the visibility of the agency's

services for sexual assault survivors. During business hours, may occasionally respond to the advocacy needs of persons requesting sexual assault forensic exams. Provides services throughout the agency's two county service areas. This position does not supervise employees.

Position Specific Responsibilities:

- Provides trauma-informed short-term counseling and advocacy for survivors of recent and past sexual assault
- During business hours, responds to the advocacy needs of persons requesting sexual assault forensic exams, provides internal and external referrals, resources, education, and emotional support on an as needed basis
- With client consent, assists with follow up with clients seeking sexual assault services
- Provides education and assistance to sexual assault survivors on legal issues; provides court accompaniment for sexual assault cases, and assists sexual assault survivors in applying for Crime Victims Compensation
- Completes and files all required electronic and paper client documentation in a timely manner
- In consultation with the Crisis and Supportive Services Coordinator or Manager on Duty, distribute emergency financial assistance to clients when funding allows.
- Coordinates efforts with other staff, interns, and volunteers to meet sexual assault survivors' needs
- Assists in the development and implementation of sexual assault supportive service policies and procedures
- Occasionally participates in outreach activities, such as community presentations and public awareness opportunities, to further

expand the visibility of the agency's services for sexual assault survivors

- May provide support to the SANE Program Coordinator as needed

Program Staff Expectations:

- Provides crisis intervention, assessment, and service planning in a manner that is sensitive to client needs
- Assists clients with identifying resources and gaining access to those resources in order to reach client-identified goals
- Facilitates individual and/or group education sessions
- Advocates with external systems on behalf of clients
- Works with clients to develop and revise client service plans
- Develops and uses knowledge of the community to assist clients with information and referral
- Provides or arranges for client transportation as appropriate
- Assists with training assigned interns and volunteers to ensure appropriate competencies are achieved prior to the delivery of service.
- Participates in regular supervision with Crisis and Supportive Services Coordinator
- Appropriately consults with supervisor and/or Manager on Duty (MOD) regarding cases to determine how to best meet client needs
- Assures that program services and the delivery of those services are client centered, voluntary and self-directed by the client
- Maintains professional boundaries with clients at all times
- Participates in peer review and quality assurance processes
- Participates in the development of the staff in-service training schedule
- Assures that client records are maintained in an accurate and timely manner that meets peer review and reporting standards

- Completes other special duties or projects as assigned by the Crisis and Supportive Services Coordinator, Sexual Assault Nurse Examiner Program Coordinator or Director of Survivor Services

General Staff Expectations:

- Approaches all persons from an empowerment philosophy.
- Understands and follows agency policy and guidelines as outlined in the Policy and Procedure Manual and Employee Handbook.
- Participates in maintaining policies, procedures and service delivery according to standards established by accrediting bodies, funding sources, and professional organizations.
- Protects client confidentiality.
- Follows protocol regarding mandatory reporting.
- Functions as part of a team by supporting and working with others to accomplish program and agency goals.
- Communicates effectively, both verbally and in writing, with other staff and with other organizations.
- Participates in staff meetings, team meetings, staff retreats, and other planning opportunities.
- Develops personal goals to continue to upgrade knowledge and credentials and implements a plan to achieve those goals.
- Participates in training, continuing education, and other skill development opportunities to further enhance job-related skills and abilities.
- Supports systems change activities to improve systems with which agency clients interface.
- Participates with other agency staff in being aware of emerging needs within the community and the client population, developing an agency vision, and working toward continuous quality improvement.

- Participates in community presentations and public relations opportunities to further expand the visibility of the agency, its vision and priorities.
- Represents Resilience on community committees and participates in community groups and activities which promote and enhance the services available to clients in the community.
- Supports agency activities and strategic goals

Physical Requirements:

- Normal office environment requiring standing, sitting, keyboarding and movement around the facility.
- Ability to travel to off-site locations and attend off-site meetings and events.

The above statements are intended to describe the general nature and level of work performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications of employees assigned to this job. Employees are required to perform other duties as requested, directed, or assigned.

Applications will be accepted until the position has been filled. Applications without cover letters will not be reviewed. Please indicate which position you are applying for in your cover letter.

To apply, send resume and cover letter to:

Crisis and Supportive Services Coordinator, Suzanne Katerberg
SuzanneK@ResilienceMI.org