



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

Job Title:	Victim Support Specialist	Job Category:	Community
Classification:	Community Based Services	WC Code #:	8742
Location:	Valley Crisis Center	Travel Required:	Yes
Level/Salary Range:	\$17.60/hr.	Position Type:	Full time; 32 hours per week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Program Coordinator		
Benefits:	12 Paid holidays, 128 hours Paid Time Off per year, Cafeteria Plan with Health, Dental, Vision and Retirement Benefit Options.		

Applications Accepted By:	
E-mail: denise@alliance4you.org	Mail:
Subject Line: Attention: Human Resources	

Job Description

Role and Responsibilities

The primary role of this position is to work with victims of sexual assault, as well as, develop and manage support services for sexual assault in Merced County. Secondly, this position is responsible for conducting sexual assault training and technical assistance to the community of Merced County and the Alliance staff and attending regional sexual assault coalition meetings. The individual will conduct broth briefing and training to community partners in regards to sexual assault issues. Bilingual and bicultural preferred. Must have a clean driving record and have had a driver's license for at least 5 years.

Sexual Assault Resource Liaison:

- Serves as a liaison/advocate between VCC clients, community resources, and agencies.
- Acts as a representative for VCC at community and regional meetings to ensure appropriate coordination of services for VCC sexual assault and domestic violence clients.
- Ensure that VCC staffs are kept up to date on changes in community resources.
- Provide culturally appropriate services and referrals and/or coordinates interpretation services.
- Provides presentations and training to community agencies, staff and volunteers on all aspects of sexual assault, domestic violence and human trafficking victims.
- Provides outreach and expertise.

Crisis Intervention & Advocacy:

- Responds to victims of crime to reduce levels of trauma and provide support in a way that reflects the agencies mission and values.
- Assesses the immediate needs and lethality of walk-in-clients, calls-out and crisis calls during regular business hours.





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- Answers crisis line calls, assess for services, provide referrals and completes necessary documentation.
- Responds to calls requesting and advocate from clients, law enforcement agencies, medical facilities and other social service providers when it is appropriate and safe to do so.
- Provides emergency transportation when necessary and safe.
- Provides advocacy and accompaniment on behalf of walk-in clients, calls-out, and crisis calls.
- Prepares correspondence on behalf of clients to service providers.
- Accompanies and transports clients as needed to medical, criminal justice and social service appointments to seek help with crime related situations or family needs.
- Maintains confidentiality of client information included in files, conversations or obtained from written sources.
- Ensures that the appropriate documentation and releases have been signed.
- Maintains a professional demeanor when working with clients and community partners.
- Communicate with law enforcement or other agencies as needed for the purposes of securing services for the client and ensuring their safety.
- Contacts the client in one or two days for the purposes of following-up, providing safety planning and going over available resources.
- Ensure that the client receives the necessary information to access additional services and referrals.
- Responds to crisis after hours and weekends through the crisis hotline or in person on a rotating on-call basis.

Other Direct Services:

- Provides assistance with restraining orders/custody papers when needed.
- Provides court support and general information regarding the criminal justice system; acts as a court escort and provides information on the status of the client's case when needed.
- Provides short term supportive counseling and case management as needed.

General Duties:

- Compiles documentation necessary for statistical reports and case records in a timely manner.
- Participates in trainings.
- Attend weekly staff meetings and case reviews.

Other Duties:

- Other duties as assigned.

Qualifications and Education Requirements

Knowledge of:

- Computers Programs
- Empowerment coaching techniques
- Crisis Intervention and Peer Counseling Techniques
- Community resources





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Ability to:

- Communicate effectively orally and electronically in writing with individuals and groups, also with public, private and governmental agencies.
- Communicate and deal effectively with individuals and groups in stressful situations.
- Work effectively with limited supervision, high stress and rapidly changing situation and circumstances.
- Effectively communicate with various socioeconomic and cultural backgrounds.

Education/Experience:

- High School Diploma/GE, some college preferred.
- Ability to communicate compassionately, reasonably, and clearly with diverse groups of individuals.
- Complete 40 hours Domestic Violence Counselor and 40 hours Sexual Assault Counselor training upon hire.
- Complete First Aid/CPR certification upon hire.
- Prefer three years of experience working as an employee or volunteer in social services.

Physical Requirements:

- Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended amounts of time.
- Facility to see read and understand instructional material, rules and policies and other printed matter.
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Physical agility to lift and carry up to 25 pounds, and to bend, stoop, walk and reach overhead.
- Physical agility to push/pull, squat, twist and turn.
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions and judgments.





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Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance adheres to the provisions of ADA regarding reasonable accommodation procedures.

Additional Requirements:

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment.
- Must have reliable transportation, a **valid driver's license for 5 years** and DMV clearance.

Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.

Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	05/23/2016	Revised Job Description Date:	

**** Upon Hire, this will be signed and dated by the applicant. ****

Signature

Date

