

Rape Counseling Services of Fresno
JOB ANNOUNCEMENT

Position: Advocacy Support Specialist
Position Status: Part-Time, Non-Exempt
Location: Firebaugh Office
Salary: - \$12.00/hour

Job Summary:

The Advocacy Support Specialist will be responsible for maintaining program compliance. Manages the waiting area. Greets and directs everyone who comes into our agency. Ensures security procedures. Handles special administrative projects, as well as overflow work from advocates. May work directly with clients as needed.

Skills, Knowledge and Ability:

- Maintain confidentiality
- Competitive applicants will be organized and detail-oriented with strong computer skills
- Excellent written and oral communications skills
- Excellent organizational skills
- Ability to address crisis and problem-solve effectively
- Ability to work as a team member, as well as independently
- Ability to work under pressure, manage and meet deadlines
- Computer skills to include the creation of documents such as spreadsheets, reports, brochures, charts, and measurement outcome tools (i.e. surveys), etc.
- Knowledge of billing procedures for mental health professionals (highly desired but not required)

Essential Functions, but not limited to:

- Meet and greet clients
- Provide referrals to other agencies as needed
- Answering and directing incoming calls, greeting client
- Participate in Agency's Crisis Intervention training sessions
- Maintain program compliance with grant guidelines, state and federal laws
- Confidential file management
- Track client appointments and generate volunteer schedule
- Run errands; light janitorial tasks
- Maintain personnel files
- Maintain office schedule
- Perform clerical duties including typing letters, memos and preparing other administrative documents
- Maintenance of administrative and client data filing system
- Includes, but not limited to, crisis intervention, prevention education, community education, etc.
- Inventory/purchase of supplies
- Receipt/processing of payables/receivables

- Assist Advocacy Support Specialist II as needed
- Fulfill other duties as assigned to ensure the effective operation of RCS, including, but not limited to, crisis intervention, prevention education, community education, etc.

General Requirements:

- Bachelor's degree with one year's experience working with survivors of sexual assault (desired)
- One year experience in a non-profit setting
- Excellent writing ability; public speaking skills; intermediate to advanced computer skills
- Ability to work independently, manage time and tasks effectively
- Knowledge of violence toward women and children
- Flexible schedule
- Consistency, punctuality, and enthusiasm
- Understanding of RCS Fresno's mission and ability to maintain appropriate boundaries with clients in all circumstances
- Reliable transportation, valid California Driver's License and proof of insurance
- Ability to lift supplies up to 10 lbs. to waist height
- Fingerprint clearance required
- Successful completion of U.S. Department of Justice Form I-9
- Bilingual (Spanish/English) preferred
- Completion of RCS Fresno's Sexual Assault Counselor Training within 6 months of employment (if not before)

Responsible to: Advocacy Support Coordinator

Because RCS-Rape Counseling Services of Fresno values diversity, we welcome and encourage applicants from diverse racial groups, including but not limited to African-American, Latina(o), American Indian, and Asian, and/or sexual orientations (e.g., lesbian, gay, bisexual, transgender), as well as people from different national origins, religions, ages, and disability status. It is the policy of RCS to provide equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. RCS is an Equal Opportunity Employer.

To apply: Email a cover letter describing relevant qualifications and experiences; resume; and three references to:

Samantha Romero, Advocacy Support Specialist II
 259 N. Blackstone Avenue
 Fresno, CA 93701
sromero@rcsfresno.org

Deadline for Submission: 04/10/17
Anticipated Start Date: 04/18/17