

**Rape Counseling Services of Fresno**  
**JOB ANNOUNCEMENT**

**Position Description: Sexual Assault Advocate**

**Position Status: Full-Time, Non-Exempt**

*Location: Fresno Office, but may respond to other cities within Fresno County*

*Monthly Salary: \$2,513*

**Job Summary:**

Full-Time, Sexual Assault Advocate position providing crisis intervention and advocacy services to survivors of sexual assault in Fresno County.

**Skills, Knowledge and Ability:**

- Ability to relate effectively with professionals, the business community and agency contractors and clients
- Ability to address crisis and problem-solve effectively
- Ability to work as a team member, as well as independently
- Ability to provide in-services to our community partners.
- Ability to work under pressure, manage and meet deadlines
- Awareness of and sensitivity to the cultures represented in Fresno County
- Excellent written and oral communications skills
- Excellent organizational skills
- Knowledge of dynamics of sexual assault
- Computer skills to include the creation of such documents as spreadsheets, reports, brochures, charts, and measurement outcome (i.e. surveys), etc.

**Essential Functions:**

- Provides crisis intervention and advocacy services
- Conducts and assists with follow-up and case management services
- Co-facilitate sexual assault support groups
- Maintain accurate client documentation, files and data entry
- Provide advocacy and accompaniment services when responding to emergency crisis calls with law enforcement agencies and health care providers
- Conduct in-person counseling, client intakes, safety-plan assessments and referrals
- Participate in community education and outreach efforts
- Light janitorial duties
- Fulfill other duties as assigned to ensure the effective operation of RCS, including, but not limited to, crisis intervention, prevention education, community education, social media, interviews with media etc.

**General Requirements:**

- Bachelor's degree with one year's experience working with survivors of sexual assault (preferred)
- 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 Coordinator**

*Because Rape Counseling Services of Fresno (RCS 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 Fresno 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 Coordinator  
 259 N. Blackstone Avenue  
 Fresno, CA 93701  
[sromero@rcsfresno.org](mailto:sromero@rcsfresno.org)

**Deadline for Submission: 11/30/2017**

**Anticipated Start Date: 1/03/2018**