

**Rape Counseling Services of Fresno**  
**Position Description: Victim Advocate**  
**Position Status: Full-Time, Non-Exempt**

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

Salary: \$2,860.00/monthly

**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:**

- Maintain confidentiality
- Ability to relate effectively with professionals, the business community, 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, but also present in a group setting.
- Ability to work under pressure, manage and meet deadlines
- Awareness of and sensitivity to the cultures represented in Fresno County
- Excellent organizational, written and oral communications skills
- Knowledge of dynamics of sexual assault
- Computer skills include the creation of such documents as spreadsheets, reports, brochures, charts, and measurement outcome (i.e. surveys), etc.

**Essential Functions, but not limited to:**

- Provides crisis intervention and advocacy services
- Conducts and assists with follow-up and case management services
- Maintain accurate client documentation, files and data entry
- Data collection skills, to prepare and give reports
- Meet service standards goals set by agency by the end of the fiscal year
- 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 in-services, community education and outreach efforts
- Fulfill other duties as assigned to ensure the effective operation of RCS, including, but not limited to, crisis intervention, prevention education, community education.
- Attend mandatory monthly staff meetings, mandatory human relations training, and community partner meetings, as determined by the supervisor.
- Participate in sexual assault related trainings, webinars and meetings.
- Assist in obtaining MOU's with community partners.
- Participate in RCS Fresno's Sexual Assault Counselor Training.

**General Requirements:**

- Bachelor's degree with one year's experience working with survivors of sexual assault (preferred)
- Ability to motivate, lead, work with diverse community groups in a variety of settings
- Experience developing strong healthy relationships informed by the application and modeling of appropriate boundaries with all program partners
- Ability to speak well in front of groups and present oneself as a professional representative of the agency
- Demonstrated experience in group facilitation (preferred)
- Demonstrated excellent writing ability; public speaking skills; intermediate to advanced computer skills
- Ability to work independently, manage time and tasks effectively

**Other required qualifications:**

- Consistency, punctuality, and enthusiasm
- Proficiency in computer skills
- Understanding of RCS Fresno's mission and ability to maintain appropriate boundaries with clients in all circumstances
- Reliable vehicle, valid California driver's license and proof of insurance.
- Fingerprint clearance required
- Successful completion of U.S. Department of Justice Form I-9
- Bilingual (preferred)
- Ability to lift supplies up to 10 lbs. to waist height.
- Completion of RCS Fresno's Sexual Assault Counselor Training within 6 months of employment (if not before).

**Working Conditions:**

- Work is performed in a normal office setting, courtroom, Emergency Room and/or other related environments with clients who are in crisis and experiencing emotional and/or physical duress.

**Responsible to: Advocacy Manager**

*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 R. Rosas, Administrative Support Manager**

**259 N. Blackstone Avenue  
Fresno, CA 93701**

**sromero@rcsfresno.org**

**Deadline for Submission: 10/07/2022**

**Anticipated Start Date: 10/17/2022**