

RACES *Advocate/Volunteer Coordinator* (rev 3-15-17)

1. Duties

Volunteer Management

- a. Recruit and screen potential volunteers.
- b. Coordinate with Educator in providing initial and ongoing training.
- c. Supervise and provide ongoing support of 40-Hour trained volunteers per ICASA standards.
 - o Develop and maintain Volunteer Policy and Procedures Handbook.
 - o Create and maintain up-to-date volunteer files for all active volunteers.

Advocacy

- d. Provide legal advocacy to victims of sexual violence and their significant others.
 - o Explain court procedures to help victims prepare for meetings and hearings.
 - o Attend and/or provide accompaniment to meetings and hearings.
 - o Help victims prepare necessary paperwork to exercise all of their rights.
 - o Maintain consistent contact and document all contacts and outcomes with victims, law enforcement, state's attorney's offices, medical providers, and other agencies.

General

- e. Remain abreast of current trends in sexual violence field.
- f. Provide institutional advocacy and professional training as appropriate.
- g. Document required activities for Infonet statistical reports.
- h. Assist in providing crisis hotline, medical advocacy backup, and staff on-call coverage.
- i. Attend all meetings and trainings as requested by Executive Director.
- j. Other duties as assigned.

2. Qualifications

- a. Bachelor's degree in a social science or human service field.
- b. Must complete 40-Hour ICASA* Crisis Intervention Training upon employment OR provide Illinois certificate of prior completion with updates if deemed needed by the Executive Director.
- c. Ability to effectively build relationships and networks within medical and legal systems.
- d. Strong oral and written communication skills.
- e. Job requires private cellphone and use of private vehicle. Proof of driver's license and continuous vehicle insurance coverage required.
- f. Ability to operate a personal computer and standard office software.

3. Terms of Employment

- a. Full-time, exempt: 37.5 hours per week.
- b. Job requires some evening and weekend work; rotating telephone on-call responsibilities will include overnights, weekends, and some holidays.
- c. Occasional need for in-person medical advocacy; must be able to arrive at Champaign/Urbana hospitals within 45 minutes.
- d. Candidate must pass all required background checks.

* ICASA—the Illinois coalition Against Sexual Assault—is a statewide coalition comprised of 27 rape crisis centers that provides services standards, agency oversight, resources, and professional training.