

**FAMILY CRISIS CENTER OF THE BIG BEND**  
**Sexual Assault Services Specialist/Community Educator**

The Sexual Assault Services Specialist/Community Educator reports directly to the Executive Director. Primary responsibilities: provision of advocate services for victims of sexual assault, and community education. The position is salaried, full-time, a minimum of 40 hours per week.

1. Respond to unscheduled client contacts during office hours, as well as after-hours telephone requests for assistance and in-person visits to the police station and hospital. Provide Crisis Intervention for victims of sexual assault, including, but not limited to: advocacy, safety, shelter, food, clothing, transportation, emergency medical/legal assistance, and safety planning.
2. Provide direct services to clients, including, but not limited to: Peer Support Services, assistance with Victim Impact Statements, Crime Victims Compensation, and VINE, information and referral, Law Enforcement/Criminal Justice/Medical Accompaniment, legal assistance, provide follow-up with client as appropriate.
3. Monitor client counseling schedule and appointments
4. Rotate on-call duties after hours, weekends, and holidays one or more weeks per month to provide crisis intervention victims in assessing urgent needs and identifying short-term options. Respond to Hotline calls and unscheduled situations during office hours, as well as after-hours telephone requests for assistance and/or accompaniment to the police station and/or hospital
5. Maintain client records, complete management reports related to client statistics and grant requirements
6. Prepare written monthly reports to Executive Director regarding program activities.
7. Schedule and provide Outreach/Community-based Education programs to businesses, community/civic groups, faith-based groups, law enforcement, volunteers, and students as appropriate based on job description.
8. Meet and recruit members for the "Sexual Assault Response Team" (SART).

**Program Responsibilities:**

1. Attend bi-monthly staff meetings and professional trainings as required, including out-of-town and overnight travel.
2. Have a vehicle suitable for transporting clients and a valid driver's license; fulfill all requirements mandated by Texas to operate a vehicle.
3. Submit documentation of time, travel, and services.
4. Observe FCCBB Confidentiality Policy.
5. Assist and/or prepare correspondence, publicity, newsletter, advertising, and other informational items.
6. Perform any and all duties as required by the Program and Executive Director.

**Qualifications:**

7. Minimum of a Bachelor's degree or equivalent experience and a desire to help victims.
8. Ability to observe confidentiality policy
9. Home management, parenting, and family interactive skills, experience with domestic violence and sexual assault dynamics is a plus.
10. A strong sense of teamwork and cooperation, as well as the ability to work independently.
11. Excellent written and oral communication skills; excellent computer skills and organizational skills.
12. Clerical skills including word processing proficiency, spreadsheets, and filing
13. Highly organized, a mature attitude and a professional work demeanor. Must be able to handle stressful situations.
14. Bilingual (English/Spanish) preferred, but not required.
15. Ability to walk, bend, stoop, twist at waist, reach, climb stairs, lift, and carry at least 30 lbs.

This job description is not intended to be all-inclusive. FCCBB reserves the right to revise job duties as needed. This job description does not constitute a written or implied contract of employment. Due to the nature of our business, it is probable there will be times employees will be expected to work some evenings, nights, and/or weekends.

**Victim Intervention & Advocacy:**

1. Direct, assist & refer victims in immediate need of safety, shelter, food, clothing, and emergency medical/legal attention. In active crisis situations aid clients to assess urgent needs and identify short-term options. Respond to unscheduled initial client contacts during office hours, as well as after-hours telephone requests for assistance and in-person visits to the police station and hospital.
2. Attend to the safety and comfort needs of clients.
3. Be on-call one or more weeks per month and available to provide crisis intervention.
4. Maintain client records.
5. Complete management reports related to client statistics and grant requirements.

**Community Educator:**

1. Schedule and present community education and structured, classroom based education programs to businesses, community/civic groups, faith-based groups, and students in the surrounding areas supported by Granting entities.
2. Develop and present appropriate education and prevention programs based on Granting entities requirements.
3. Conducts approved activities as appropriate for time allocated by the various grants.
4. Meet agency goals and targets for number of presentations and participants each fiscal year.
5. Development and coordination of advocate training programs a minimum of twice a year or more as needed, including arranging appropriate guest speakers and scheduling of guests & attendees if and as appropriate.
6. Create creative and appropriate approaches to reach the underserved populations.
7. Researches prevention, public health model, and the ecological model to ensure activities are appropriately focused.

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Sign

Date