

**Family Crisis Center of the Big Bend, Inc.**  
**Survivor Advocate Specialist - Presidio**

The Survivor Advocate Specialist reports directly to the Executive Director. Primary responsibilities: provision of advocate services is to provide direct Family violence and sexual assault survivor services, shelter management, client file maintenance, facilitating group sessions, outreach/community education, supervision of shelter staff and on-call personnel. The position is salaried, full-time, a minimum of 40 hours per week.

**Responsibilities as Survivor Advocate Specialist**

Provide direct survivor services; assist/refer survivors in immediate need of crisis intervention, advocacy, safety, shelter, food, clothing, comfort, and emergency medical/legal needs of clients, and aid clients with safety planning. 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. Provide transportation as appropriate.

1. Provide Peer Support Services/Support Groups, assist with Victim Impact Statements, assist clients with Crime Victims Compensation, VINE, Information, and referral, Law Enforcement/Criminal Justice/Medical Accompaniment, legal assistance, and provide follow-up/follow-through with client.
2. Monitors counseling schedule and appointments
3. Attends quarterly SART meeting
4. Be on-call up to 24 hours per day, one or more weeks per month to provide survivor intervention and shelter supervision.
5. Maintain client records, complete management reports related to client statistics and grant requirements
6. 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
7. Provides for the maintenance of the facility, oversees the shelter is kept clean, neat, and orderly

**Other Responsibilities:**

1. Have a vehicle suitable for transporting clients and a valid driver's license, and fulfill any other requirements mandated by Texas, which allow operation of a motor vehicle.
2. Have a home phone
3. Submit documentation of time, travel, and services
4. Perform any and all duties as required by the Program and Executive Director and other duties as assigned

**Qualifications:**

Minimum of a Bachelor's degree or equivalent experience, ability to observe confidentiality policy, a desire to help victims, home management (parenting, and family interactive skills), excellent computer skills required; strong sense of teamwork and cooperation with the ability to work independently; excellent written and oral communication skills; highly organized; mature attitude (professional work demeanor); able to handle stressful situations; prefer experience with domestic violence and sexual assault dynamics. Bilingual (English/Spanish) preferred. 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.