



**Advocate Coordinator  
JOB DESCRIPTION**

Position Title:	Arise Advocate Coordinator	Exemption Status:	
Job Classification:		Job Code:	
Department:	Arise		
Reports to:	Arise Director		
Last Update:	June 23, 2016		

**Essential Functions**

To assist in developing volunteer advocacy program and maintain an active pool of volunteers in order to assist sexual assault survivors in the process of recovery and healing.

**Essential Job Duties**

- Assists in developing and maintain advocate training curriculum.
- Work with Lead Advocate to recruit and screen potential volunteers.
- Organize and conduct volunteer advocate trainings 2-3 times per year.
- Hold monthly volunteer advocate meetings.
- Maintain a monthly 24/7 volunteer advocate on-call calendar.
- Track all volunteer advocate hours.
- Create and maintain the Crisis Hotline call log.
- Complete Sexual Assault History Forms and submit monthly to the NMSCSAP, Inc.
- Completely monthly reports and submit to the Administrator.
- Assist in providing on-going education about sexual assault services
- Adhere to the employment, grievance, personnel policies, and procedures.
- Participate in the upkeep and cleaning of the office areas
- Comply with all grant requirements and project components

**Non Essential Functions**

- Performs other duties as assigned.

**Qualifications**

- Background in Social Work, Psychology, Sociology, or other related field; Bachelor’s Degree preferred.
- Basic knowledge of sexual assault and survivor characteristics.
- Experience working with volunteers.
- Experience with program development.
- Computer competency requirements include Microsoft Office, Outlook, online researching techniques and search engine utilization.

**Environmental Conditions**

- The ability to work in varying degrees of temperature (heated or air conditioned).
- The ability to work under extreme pressures.

- The ability to handle victims with the utmost care and respect.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

### **General Sign-off**

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

I have read, understood and had the opportunity to ask questions regarding this position description.

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**Employee's Signature**

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**Date**