



**Rural Advocate  
JOB DESCRIPTION**

Position Title:	Rural Advocate	Exemption Status:	Full time Non-Exempt - Grant funded
Job Classification:		Job Code:	GS 25
Department:	SANE		
Reports to:	Arise Director		
Last Update:	July 02, 2018		

**Essential Functions**

To provide direct services to victims of sexual violence who are utilizing services through Arise Sexual Assault Services with a special focus on the rural areas of Roosevelt, Curry, Quay, DeBaca, Harding, Union, and Lea Counties; and assist in developing volunteer advocacy program by recruiting advocates from these same rural areas.

**Essential Job Duties**

- Create a schedule of attendance in rural locations for in-person advocacy, to include detention and correctional facilities in the counties of service.
- Develop relationships with community service providers in rural areas and add information to resource guide.
- Assist in developing and maintain advocate training curriculum.
- Recruit and screen potential volunteers in rural areas of service in conjunction with the Advocate Coordinator.
- Help with the organization of volunteer advocate trainings 2-3 times per year.
- Take part in monthly volunteer advocate meetings and provide updates on rural areas of service and their offerings.
- Facilitate satellite advocate meetings in rural areas of service.
- Participate in filling in on call gaps in the monthly 24/7 volunteer advocate on-call calendar, no less than 72 hours per month.
- Complete Sexual Assault History Forms and submit monthly to the NMCSAP, Inc.
- Complete monthly reports and submit to Director.
- 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.

**Conditions**

I understand this is a twelve-month renewable position contingent on grant funding. \_\_\_\_\_

I have read and fully understand my job description, as the Clinical Director for Arise Sexual Assault Services, and as a grant funded employee of Roosevelt General Hospital. \_\_\_\_\_

I realize this is grant funded employment, and either party has the ability to terminate this contract by providing written notice to the other party. \_\_\_\_\_

I \_\_\_\_\_ agree to provide and maintain job requirements of Arise Sexual Assault Services, Roosevelt General Hospital under the direction of the New Mexico Coalition of Sexual Assault Program, Inc.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date