



**CRISIS CENTER, INC.
POSITION DESCRIPTION
RAPE RESPONSE ADVOCATE**

PURPOSE:

The purpose of this position is to provide a Rape Response staff person to provide in-person advocacy and answer the hotline and coordinate appropriate services.

ATMOSPHERE:

Conducts self in a professional manner at all times as a representative of the agency and makes every effort to perform duties in an efficient and well-organized manner.

WORKING RELATIONSHIPS:

1. Reports directly to Rape Response Program Coordinator.
2. Provide in person advocacy to Rape Survivors.
3. Works closely with Rape Response staff to ensure all programs and services complement each other and are easily accessible to survivors.
4. Works closely with community partners to maintain information and referral database.

QUALIFICATIONS:

Minimum of a high school diploma. Preferred a bachelor's degree in psychology or related fields. Preferred: at least one year experience as an advocate for sexual assault survivors. Must attend the Crisis Center's advocacy training.

DUTIES AND RESPONSIBILITIES:

1. Provides victims in-person advocacy who come to the SANE clinic.
2. Provides initial contact with victims who call the Rape Response Hotline.
3. Operate the Rape Response Hotline services.
4. Coordinates SANE services for survivors who make contact within 72 hours of the assault.
5. Works closely with Rape Response Liaison /Case Manager to ensure that callers receive appropriate follow-up.
6. Refers victims of sexual assault to appropriate law enforcement, social services and medical resources in the community.
7. Logs all calls into the iCarol Database in real-time.

8. Ensure quality crisis intervention services are provided to incarcerated survivors of sexual violence in the Crisis Center service area and other areas as determined by funding.
9. Provide PREA advocacy.
10. Help maintain inventory of client supplies.
11. Wash and fold the laundry (medical gowns, towels, wash clothes, and blankets) as needed.
12. Check the exam rooms and the shower; clean them up if needed.
13. Straighten up the interview rooms, if needed.
14. Assists with other projects and performs other duties as requested by the Executive Director, Rape Response Coordinator.

To apply please send a letter of interest to Leen Murad at lmurad@crisiscenterbham.org by September 15, 2025.

Job Type: Part-Time

Type of shift: Night

Work Location: In person

Salary: \$16/hour