

COMPASS, INC.
PO BOX 481
New Philadelphia, Ohio 44663

Prepared date: 12/5/17

Revision # 1: 5/30/18

Approved by HR: _____

JOB DESCRIPTION:

TITLE: COMPASS On-Call Advocate

STATUS: Hourly

LOCATION: Mission Services

REPORTS TO: COMPASS Victim Advocate Supervisor

PURPOSE:

To provide support and advocacy to all those affected by sexual violence by providing advocacy services via the crisis hotline and area hospitals and law enforcement agencies.

ESSENTIAL FUNCTIONS:

1. Cover on-call shifts on the 24-hour hotline (after hours).
2. Provide advocacy and accompaniment for the victim and/or co-victims (such as parents, custodians, legal guardians, spouses) at local emergency and law enforcement departments in Stark, Tuscarawas and Carroll Counties. Provide a timely response to survivors requesting advocacy at medical centers and/or law enforcement agencies. Must maintain advocacy privileges at all partner medical centers and/or law enforcement agencies.
3. Provide resources and safety plans as needed.
4. Complete all necessary documentation and reporting forms as required by the agency and funding sources.
5. Ensure compliance with all policies, procedures and practices, as well as, safety/security regulations.
6. Maintain client confidentiality of persons served.
7. Carry out other assignments as assigned that are consistent with goals and purpose of the agency.

KEY COMPETENCIES:

Communication, Customer Focus, Dependability/Reliability, Functional Expertise, Initiative & Resourcefulness, Integrity & Judgement, Results Focus, Teamwork

SPECIFIC EXPERIENCE/SKILLS/ABILITIES:

- Experience in working with victims of crime and/or sexual assault.
- Knowledgeable about the effects of sexual assault on the victim, the family and the community.
- Exhibit concern for people in an effective way to gain their trust and confidence.
- Make decisions based upon knowledge, judgment and experience.
- Empathize with the feelings of others and have desire to be of help.
- Ability to gather and record data accurately.
- Organization and time management skills.
- Ability to perform a variety of tasks with frequent changes.

RELATIONSHIPS:

A. POSITIONS SUPERVISED: None.

B. INTERNAL: Communicate effectively and develop teamwork within the agency.

C. EXTERNAL: Communicate effectively with clients, medical and legal professionals and general public. Represent agency in a positive way to the community. Establish positive working relationships with hospitals and police departments.

BASIC REQUIREMENTS:

- A. **EDUCATION:** Bachelor/Associate Degree in social work, human services or related field – OR- high school diploma with experience working with crime victims preferred.
- B. **WORK CONDITIONS:** Ability to work with moderate supervision. Must be able to perform physical requirements of the position including but not limited to inside sedentary work. Occasional standing during hospital accompaniment.
- C. **EQUIPMENT:** Cellphone
- D. **CERTIFICATION:** Must have a valid driver's license and automobile insurance. Must regularly provide the agency with proof of valid automobile insurance. Completion of COMPASS Crisis Intervention training and/or required training for Ohio's rape crisis centers will be required if not already completed.

JOB DESCRIPTION REVIEW

I understand this job description and its requirements; and that I am expected to complete all duties as assigned. I understand the job functions may be changed from time to time. I will be able to perform the essential functions of this position with or without an accommodation. I understand that if I will need an accommodation for this position, I will inform the supervisor or a representative from the Human Resources Department of my accommodation needs.