



MEDICAL ADVOCATE JOB DESCRIPTION

Mission Statement: The mission of Sexual Trauma Awareness & Response (STAR®) is to support survivors of sexual trauma, improve systems response, and create social change to end sexual violence.

Position Description: The Medical Advocate performs a variety of duties involved in providing support and advocacy for the rights and protection of survivors of sexual trauma and their loved ones. The primary duty of the Medical Advocate is to accompany survivors of sexual assault to University Medical Center (Orleans Parish), Tulane-Lakeside Hospital (Jefferson Parish), or any hospital in St. Tammany Parish in order to provide support and resources before, during, and after a forensic medical exam. Medical Advocates are expected to be available on holidays, nights, and weekends.

Reports to: Advocacy Director

Classification: Applicant must take at least eight (8) or more 12-hour shifts per month. Position is part-time to be paid on a monthly basis.

Duties and Responsibilities:

- Provide advocacy for survivors of sexual trauma at the individual and system level by:
 - Providing comprehensive crisis intervention to primary and secondary survivors of sexual assault
 - Providing emergency, 24/7 response to survivors receiving forensic medical exams for evidence collection
 - Accompany survivors to law enforcement interviews that happen while in the hospital setting
 - Ensuring survivors' rights are upheld
 - Educating survivors on the criminal justice process and interpreting specific jargon used by other sexual trauma response professionals
 - Providing assistance to survivors in filing applications for crime victims' reparations
 - Connecting victims with additional services throughout the community as needed
 - Conducting safety plans with all survivors
 - Assisting survivors with accessing transportation and emergency shelter as needed
- Complete accurate and detailed reports upon conclusion of each medical advocacy accompaniment
- Maintain good working relationships with other agencies
- Ability to communicate effectively, problem solve, and work well with people from other organizations including community partners, hospital staff, and law enforcement
- Participate in monthly supervision meetings
- Undergo performance reviews at the end of one month, three months and six months of service, then annually following the first year
- Performing other duties as assigned by supervisor

Qualifications:

- Applicant must have a degree in social services or related field, and one-year minimum experience providing crisis intervention and/or victim advocacy OR three-years' experience providing crisis intervention and/or victim advocacy.
- Knowledge of the criminal justice field helpful.
- Applicant must consent to and successfully complete a full background investigation, which includes a criminal history check and fingerprinting.
- Applicant must be able to receive hospital volunteer clearance, which includes drug testing, background check, a short training, and proof of several vaccinations.
- Applicant must have completed, or will complete, a mandatory 40 hours of sexual violence training; plus 4 hours of continuing education/training annually. Medical advocates are not paid for training.
- Applicant must have ability to communicate effectively in both written and verbal form.
- Applicant must have the ability to set clear, professional boundaries and the ability to maintain client and agency confidentiality.
- Applicant must have the ability to work independently with limited supervision required.
- Applicant must have a valid driver's license and a working, insured vehicle.
- Applicant must be able to travel throughout the Greater New Orleans area as needed and be able to arrive at UMC within 30 minutes of receiving a call requesting an advocate.
- Applicant must be able to arrive at hospitals in St. Tammany Parish within 60 minutes of receiving a call requesting an advocate.
- Applicant must have the ability to communicate effectively, problem solve, and work well with people from diverse backgrounds.
- Applicants who are bilingual in Spanish/English or Vietnamese/English are highly desired.
- Applicant must have knowledge of:
 - Operations, services, and activities of a victim advocacy program;
 - Effective interviewing, listening, and crisis intervention skills;
 - Community resources and the availability of those resources;
 - Case management principles and practices;
 - Principles and characteristics of victims of crime;
 - Terms and acronyms commonly used in assigned functions;
 - Modern office procedures, methods, and technological equipment;
 - Pertinent Federal, State, and local laws pertaining to area of assignment; and
 - English usage, spelling, grammar, and punctuation.

Work Hours: Medical advocacy shifts are typically 12 hours each, from 6am-6pm and 6pm-6am. Work hours will include weekends, holidays, and from 6pm-6am Monday through Friday. Medical Advocates are required to take a minimum of eight (8) 12-hour shifts per month and can choose the shifts most convenient for their schedule. Shifts must be scheduled by the 25th of the preceding month to ensure appropriate coverage.

Salary and Benefits: Salary for this position is \$10 per completed 12-hour shift and \$15 per hour of direct service. Travel time, supervision, and monthly meetings are classified as direct service hours.

STAR is an Equal Opportunity Employer.