



**YWCA NORTHERN NEW JERSEY
Job Description**

Job Title: On-Call Accompaniment Advocate

Status: Part-Time

Supervisor’s Title: Supervisor of Hotline Services

Department: HealingSPACE

Salary: \$23.00 per hour

To Be Completed by Human Resources

Job Code:

Grade:

FLSA Status: Non-Exempt

Job Summary

The On-Call Accompaniment Advocate, as a key member of the Sexual Assault Response Team will be the primary point of contact on the front line for survivors and will serve as 24-hour coverage to accompany survivors of sexual violence to the hospital, police station, Bergen County Prosecutor’s office, legal proceedings, and/or other locations. This position provides assistance in facilitating the 40+ State mandated Confidential Sexual Violence Advocate Training.

Key Responsibilities

- Provide coverage/ availability for 24-hour shifts for accompaniments to local hospitals, police stations, or prosecutors’ office for SART activations.
- Provide crisis intervention including emotional support, information and/or referral, and on-call coverage for the hotline and accompaniments.
- Respond to callers on the hotline and/or chat/text functions by providing crisis intervention, emotional support, information and/or referral.
- Adhere to agency policies and work rules, including confidentiality and code of ethics.
- Complete all required documentation post accompaniment in a timely manner.
- Serve as on-call coverage to assist with matters that may arise from outside vendors (RAINN, iCarol).
- Assist Hotline Services Training Coordinator with responsibilities related to 40+ hour Confidential Sexual Violence Advocate Training, recruitment and retention for volunteers, including volunteer engagement, monthly meetings, etc.
- Collaborate with Supervisor of Hotline Services in matters related to self-harm, danger to others, or child abuse to assess need and ensure hotline advocates follows appropriate policy and procedures.
- Perform general administrative support such as answering program correspondence, generating reports, maintaining volunteer files and agency forms, entering client data from hotline/accompaniment shifts and other outreach and prevention activities.
- Participate in agency staff meetings, healingSPACE and YWCA trainings, volunteer meetings, and continuing education activities as assigned or required by department director to remain up to date with CSVA standards.
- Other duties as assigned by Supervisor of Hotline Services and Program Director

Qualifications

Education/Experience:

- Bachelor's degree in a social science discipline such as Social Work, Women's & Gender Studies, Sociology, Psychology, Human Services or related field.
- Experience providing crisis intervention services and victim services preferably within sexual violence.
- Experience working with people from diverse backgrounds.
- Valid New Jersey Driver's License and willingness to travel as needed.
- Commitment to YWCA and healingSPACE missions while serving all clients in a manner which facilitates healing and empowerment.

Licensing and/or Certifications:

- Will be required to complete and maintain credentials as a Confidential Sexual Violence Advocate (CSVA) for New Jersey.

Knowledge:

- Bilingual Spanish/English preferred, particularly spoken.

Skills and Abilities:

- Demonstrates effectiveness in communicating ideas clearly, both verbally and in writing.
- Experience aiding survivors of sexual violence either individually or as a member of a collaborative infrastructure such as a community or college based SART team.
- Crisis intervention experience.
- Demonstration of cultural awareness, sensitivity, and competency.
- Has or acquires basic knowledge of YWCA computer system and programs.
- Demonstrates maturity and professionalism; ability to handle sensitive and confidential situations with discretion.

Travel Requirements:

- This position requires travel within the communities it serves, and occasionally between YWCA Facilities.
- Must have access to transportation and must remain local (within 1 hour) of Bergen County during shift.
- Travel required to Englewood Hospital, Hackensack University Medical Center, Valley Hospital, Holy Name Medical Center, Bergen County Prosecutor's office, and/or any Bergen County Police Station.

Miscellaneous:

- This position has flexible hours and requires the use of personal cellular device that is fully functional. This includes access to functioning cellular service and data outside of healingSPACE office.

Benefits

What We Offer

- Flexible Work Hours and Hybrid Work Model
- Professional Work Environment
- Mission Driven Organization
- Earned Sick Time

Additional Comments

YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

YWCA Northern New Jersey is an Equal Opportunity Employer dedicated to fostering an inclusive and welcoming environment for all staff, clients, volunteers, and service partners. Our recruitment processes for employment, advancement, and leadership welcomes diversity across age, color, disability, ethnicity, gender, gender identity, expression, marital status, origin or ancestry, race, religion, sexual orientation, genetic information, military or veteran status.

The position is located in Hackensack, NJ. **Please submit a resume and your interest in the position to Jobs@ywcannj.org.**

Only qualified applicants considered for the position will be contacted. Thank you for your interest.