



**Passaic County  
Services Empowering Rights of Victims (SERV)**

**Job Title: Confidential Sexual Violence Advocate (Full-time)**

Location: 655 Broadway, Paterson, NJ

Reports to: Program Supervisor

Salary: \$50,960

Schedule: 35 hours per week. Evenings and weekends required in order to ensure 24/7 coverage of hotline

**Center for Family Services**

**Mission & Vision:** The mission of Center For Family Services is to support and empower individuals, families, and communities to achieve a better life through vision, hope, and strength. The vision of Center For Family Services is for all people to lead capable, responsible, fulfilled lives in strong families and healthy communities.

**Goals & Values:**

1. To respect the dignity and worth of each individual by providing professional services with compassion and humility.
2. To provide direct services to individuals and families through therapy, education, counseling, shelter, support, and advocacy.
3. To ensure ethical and moral conduct at all times and in all relationships.
4. To honor diversity and to provide services with sensitivity to differences in race, culture, gender, language, age, religion, disability, and sexual orientation.
5. To ensure access to services through overcoming barriers, vigorous outreach, and service delivery in homes, schools, and the community.
6. To take a leadership role with other community members in planning and advocating to improve social conditions on a local, state, and national level.
7. To hold ourselves professionally accountable for our effectiveness by measuring the outcomes and impact of agency services.
8. To create a work environment that honors our staff as our most valuable resource.
9. To establish the agency as a continually learning, adaptive, and innovative organization that expands services to meet challenging community needs.
10. To maintain quality and excellence in all agency activities.

**Program**

Services Empowering Rights of Victims (SERV) provides support to victims and survivors of sexual violence, to help people in a journey toward healing and empowerment. SERV supports survivors through competence and empowerment and provides a safe space for all that encourages recovery and self-care. Our advocates protect the rights of survivors to ensure they are treated with compassion and dignity. Support is offered for the survivor and those close to them through 24/7 hotlines, online chat, crisis intervention, legal advocacy, education, and counseling and support groups. All services are free of charge, strictly confidential, culturally sensitive, and bilingual.

**Job Description**

The CSVA Advocate is responsible for assisting the CSVA Coordinator with the recruitment, training and retaining of the Confidential Sexual Violence Advocate Volunteers. This position responds to SART

accompaniments and will to provide advocacy services to victims and survivors of sexual violence. The CSVA reports directly to the CSVA Coordinator.

### **Job Qualifications**

- The CSVA must successfully complete 60 hours of the New Jersey State Confidential Sexual Violence Advocacy Training and Domestic Violence Response Team training provided by Services Empowering Rights of Victims (SERV).
- A deep understanding of sexual violence, intimate personal violence,
- Experience working with people and demonstrated sensitivity toward the needs of survivors, at risk youth, underserved and marginalized communities.
- Experience in recruitment, training, and retaining of volunteers, strong presentation skills.
- Strong commitment to social justice, cultural humility, and equity.
- People of color, people with disabilities, women, and LGBTQ+ candidates are strongly encouraged to apply.
- Survivors of sexual violence, domestic violence, and/or human trafficking are strongly encouraged to apply.
- Bilingual Spanish candidates are strongly encouraged to apply.
- A bachelor's degree in a related field such as social work, psychology, counseling, or a relevant human services discipline is preferred. Experience may substitute for education on a year to year basis.

### **Duties and Responsibilities**

- Assist with training and education to new and existing volunteers and staff via the 60-hours for Sexual Violence Advocacy training.
- Ensure hotline schedule is covered by calling volunteers and soliciting their services to assist sexual assault violence victims and SART activations.
- Provide 24-hour back-up for hotline calls & accompaniments to address problems with activations.
- Provide advocacy, crisis intervention, and support services for survivors of sexual violence and their significant others.
- Assist with training law enforcement, health care professionals, and SART team members.
- Market SERV program and volunteer opportunities throughout the County.
- Assist with running monthly Volunteer meetings.
- Assist CSVA Coordinator with potential volunteers, complete reference checks on volunteers, maintain volunteer files, and submit volunteer stipend to finance.
- Answer SERV hotline calls/administrative calls, offering crisis-intervention, phone counseling, information, and referrals for victims and survivors of sexual violence, domestic violence, and human trafficking.
- Complete program statistic forms pertaining to services provided to victims for advocate certification.
- Attend NJCASA meetings, community meetings, and health fairs.
- Carry out other tasks as deemed necessary by Program Supervisor and CSVA Coordinator to ensure success of SERV program and trauma-informed response to survivors and their support persons.

### **Physical Requirements**

- Ability to lift up to 15 pounds

## **Benefits Summary**

### **Full-time employees benefits:**

- Sign-on bonus
- Excellent paid time off (PTO) program, including paid vacation, sick, personal, and holiday
- Medical, dental, vision, prescription insurance plan options
- Life insurance plan options
- Flexible Spending Accounts
- 401k plan
- Tuition reimbursement
- Employee Assistance Plan (EAP)
- Health and wellness initiatives
- Training & professional development, including career advancement opportunities

### **To Apply:**

Click here: [CSVA Advocate 5600](#)

Copy and paste in your browser: <https://centerffs.e3applicants.com/careers/CSVA-Advocate-5600-5389>

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Click here: [CSVA Advocate 5601](#)

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