

**Job Title:** On-Campus Advocate

**Reports To:** Counselor / Director of On-Campus Advocacy

**Schedule:** 37 hours/week, with some evening and weekend hours; non-exempt

**Location:** Lawrence University, Fox Valley Technical College – Appleton Campus and Sexual Assault Crisis Center – Fox Cities, Inc. Appleton. Occasional travel within Outagamie and Calumet counties.

**Position Summary:** Act as a professional liaison for campus victim survivors of sexual assault, dating/domestic violence, exploitation and/or stalking. Work with wellness/counseling services, campus judiciary, human resources, student life, Title IX, student organizations, local hospitals, local social service agencies, local law enforcement, and other critical staff to provide a coordinated advocacy effort to Lawrence University and Fox Valley Technical College students, faculty and staff. Provide short-term and long-term advocacy and support to any victim survivors within the campus communities. Provide awareness and assist with reporting for students, faculty and staff. The advocate will be trained in advocacy work and cultural competency.

Maintain knowledge of local, state and federal laws affecting sexual assault survivors. Advocate with on-campus systems personnel to enhance trauma informed services and provide outreach.

#### **Essential Duties and Responsibilities**

- Provide advocacy and intervention to victim survivors of sexual assault, dating/domestic violence, exploitation and stalking for both campuses and for the Center's service area.
- Provide campus, legal and medical advocacy.
- Assist and educate regarding accommodations for a student, faculty or staff in the campus community.
- Develop and maintain relationships with underserved groups on campus.
- Collaborate with Title IX coordinator on campus-wide outreach programs and services.
- Responsible for timely data collection, entry and reporting to the Center and the University/College as required.
- Provide on campus training for students, staff and faculty.
- Provide student programming and outreach related to sexual misconduct and healthy relationships.
- Work with and support student organizations.
- Offer support groups for diverse populations related to sexual misconduct.
- Attend meetings, trainings and events the Center deems necessary including but not limited to: SART, Center all-staff meetings, advocacy meetings, etc.
- Assist with crisis coverage when the Center needs additional support.

#### **Qualifications**

- Bachelor's degree in human services, social services, social work or similar degree or equivalent experience.
- Experience as a victim advocate preferred.
- Working knowledge of college campus resources.
- Experience in Microsoft Office including Word, Excel, PowerPoint and Publisher.
- Data entry experience required.
- Strong communication skills, both written and oral.
- Background in working with diverse populations helpful.
- Exceptional interpersonal skills.

- High level of initiative.
- Excellent organizational and time management skills.
- Able to work under pressure and on-call when necessary.
- Exceptional attention to detail, problem solving capabilities and organizational skills required.
- Ability to plan, prioritize and execute your personal work schedule.
- Knowledge and understanding of issues and dynamics within sexual violence preferred, but training will be provided.
- Professional enthusiasm to stay current with industry best practices.
- Valid driver's license, good driving record and reliable transportation.
- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to walk and operate office equipment manually. The employee must be able to occasionally lift and/or move up to 25 pounds.
- Must pass a Wisconsin Department of Justice criminal and caregiver background checks, and agree to the Center conducting sex offender registry checks for any state where you lived, worked or attended school in the last five years.

### **Benefits**

Access to medical and dental insurance, 70/30 for employee only coverage after 60 days of full-time employment; 10 paid holidays including birthday; Paid time off after 90 days of employment; Sick time after 90 days of employment; Employee paid Aflac Supplemental Insurance; Employer paid EAP; Employer paid long-term disability and life insurance; Mobile phone stipend; Self-care stipend.

### **Agency Profile**

The Center is a federal and state recognized Sexual Assault Service Provider. The Center's mission is to empower people to find their voice to end the crisis of sexual violence.

### **Equal Opportunity Employer/Diversity Statement**

The Center is an Equal Opportunity Employer. This means we treat all employees and applicants fairly, legally, and consistently. Therefore:

- We do not discriminate in regard to race, ethnicity, religion, age, sex, gender identity, gender expression, sexual orientation, disability, marital status, veteran status, immigration status.
- We refuse to engage in any other form of discrimination or harassment.
- We value the contributions of every person and respect the ways their experiences, background, culture, identity, abilities, and opinions enrich our work and our community.
- We will recruit, select, hire, and promote candidates based upon their demonstrated job skill, knowledge, ability, education, and work-related qualifications. All employment-related decisions such as recruitment, wages, benefits, discipline, promotion, demotion, training, layoff, recall, or termination will be conducted in an appropriate non-discriminatory manner.

Send cover letter, resume and salary history to:

Michelle Swenson

Counselor, Director of On-campus Advocacy

Via email at: [michelle@sacc-foxcities.org](mailto:michelle@sacc-foxcities.org)

Or via USPS to:

Sexual Assault Crisis Center – Fox Cities, Inc.

17 Park Place, Suite 400

Appleton, WI 54914