



Metropolitan Organization to Counter Sexual Assault

Job Title: **Bilingual Advocacy & Outreach Specialist**  
FLSA Status: Exempt  
Department: Advocacy  
Reports to: Coordinator of Advocacy

## **SUMMARY**

This position is responsible for providing advocacy services to victims of sexual assault and conducting outreach to raise awareness of sexual assault. This position has a special focus on providing advocacy, psycho-educational support group facilitation, and community outreach to Spanish-speaking victims of sexual violence and communities.

## **JOB OBJECTIVES**

### **I. Provide Face-to-face advocacy**

- a. Provide crisis intervention and advocacy to adolescent and adult victims/survivors during sexual assault forensic evidence collection examinations; advocate for victims/survivors and their loved ones as they participate in the criminal justice system.
- b. Provide personal advocacy to victims/survivors and their loved ones.
- c. Coordinate with law enforcement, prosecutors, and other criminal justice system service providers to assist victims/survivors.
- d. Ensure all advocacy activities are appropriately documented.

### **II. Crisis Intervention**

- a. Provide information, support, safety planning and crisis intervention to callers on the 24-hour crisis line during regular business hours.
- b. Serve as staff-on-call managing the operation of the crisis line and victim advocacy response after regular business hours on occasion throughout the year; and supervise volunteers while on-call.
- c. Ensure all crisis line activities are appropriately documented.

### **III. Facilitate Support Groups**

- a. Conduct a weekly psycho-educational support group for victims/survivors and/or their loved ones.
- b. Ensure all support group activities are appropriately documented.

### **IV. Provide Professional and Community Outreach**

- a. Conduct outreach and professional education activities with criminal justice system partners, social service agencies, faith-based organizations, and other agencies as identified.
- b. Provide professional and community education on topics of sexual violence.

- c. Act as a representative of MOCSA at various community meetings and events.
- d. Assist with training of crisis line and advocacy volunteers, interns and new staff on crisis line and advocacy procedures as needed.
- e. Ensure all outreach activities are appropriately documented.

The responsibilities described represent the primary responsibilities of the job. Other responsibilities may be assigned by the supervisor as warranted by business needs. The incumbent is expected to do all assigned responsibilities.

## **KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION**

### **Minimum Qualifications**

The position requires a Bachelor's Degree in human services, social work, criminal justice, or related field or five years of equivalent or combined experience in victim advocacy and community outreach. Knowledge of sexual or domestic violence victim advocacy or advocacy in a related field. Demonstrated organizational and interpersonal skills and excellent communication. Must have access to a computer/tablet and internet from home. Fluency in written and spoken Spanish.

### **Preferred Qualifications**

Experience working with Spanish-speaking communities, demonstrated ability to work collaboratively with community partners, such as law enforcement, prosecutors, colleges and other social service providers strongly desired. Experience working with diverse communities, and ability to work independently with minimal supervision.

## **PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

Work is typically performed in an office environment. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with faculty, staff, administration, funders, and others encountered in the course of work.

**WORK HOURS**

This is a full-time position; business hours are Monday through Friday, 8:30 a.m. to 5 p.m. Regular evening and occasional weekend work may be required as job duties demand.

**TRAVEL**

Regular travel throughout the Kansas City metropolitan area to perform advocacy and outreach services.

**BENEFITS**

Vacation, Holiday, Sick Pay, Medical, Dental, Life, Long-term Disability Insurance, 403(b) and Cafeteria program. The salary range for this position is \$36,000 - \$40,000 DOE. MOCSA is an Equal Opportunity Employer committed to creating and supporting a diverse staff.

**APPLICATION INSTRUCTIONS**

Please submit a cover letter and resume to MOCSA's [OnePoint portal](#).