



Metropolitan Organization to Counter Sexual Assault

Job Title: **On-call Advocate: Part-time, Temporary**  
FLSA Status: Non-exempt  
Department: Advocacy  
Reports to: Director of Advocacy

## **SUMMARY**

This position is responsible for assisting victims of sexual assault by answering the 24-hour crisis line and providing face-to-face advocacy services after MOCOSA business hours. Ensures victims have an advocate when requested.

## **JOB OBJECTIVES**

### **I. Provides Advocacy**

- a. Provide crisis intervention and advocacy to adolescent and adult victims/survivors during sexual assault forensic evidence collection examinations and/or during reports to law enforcement.
- b. 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.
- b. Ensure all crisis line activities are appropriately documented.

### **III. Manage After-hours Crisis Line & Advocacy Services**

- a. Serve as staff-on-call managing the operation of the crisis line and victim advocacy response after regular business hours.
- b. Supervise volunteers while on-call.
- c. Ensure requests for follow-up advocacy and counseling services are sent to the appropriate staff members.

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**

High school diploma or GED, excellent communication, organizational and interpersonal skills. Knowledge of sexual or domestic violence victim advocacy or advocacy in a related field and ability to work independently with minimal supervision.

### **Preferred Qualifications**

Bachelor's Degree in criminal justice, human services, social work, or related field is preferred. Experience working with diverse communities. Fluency in Spanish.

## **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**

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 part-time position requiring approximately 31 hours per week after MOCSA's business hours, on holidays and/or on weekends. Business hours are defined as Monday – Friday, 8:30am – 5pm.

## **TRAVEL**

Regular travel throughout the Kansas City metropolitan area to perform advocacy and outreach services, including Johnson and Wyandotte Counties in Kansas, and Clay, Platte, Cass and Jackson Counties in Missouri.

## **BENEFITS**

MOCSA is an Equal Opportunity Employer committed to creating and supporting a diverse staff. The hourly rate for this position is \$11.33.

## **APPLICATION INSTRUCTIONS**

Please send cover letter and resume to [info@mocsa.org](mailto:info@mocsa.org) or by fax to (816) 931-4532.