

## Houston Area Women's Center



### **SAAC / DVAA: Sexual Assault Accompaniment Counselor / Domestic Violence Assault Advocate**

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**Department:** Hotline Services  
**FLSA Status:** Non-Exempt

**Job Status:** Part-Time - On Call  
**Reports To:** Hotline Manager  
**Amount of Travel Required:** 75% - 100%

**Work Schedule:**

On-Call hours: A minimum of one week per month 6:00pm-6:00am M-F and 24 hours Sat. & Sun

#### **POSITION SUMMARY**

Provide crisis intervention to survivors of sexual assault and domestic violence at hospital setting

#### **DUTIES AND RESPONSIBILITIES**

##### Counseling

- Provide crisis intervention face-to-face at area hospitals.
- Provide crisis intervention and counseling for clients and their family including intake, needs assessment, crisis counseling, advocacy and educational support.
- Advocate with law enforcement officers and hospital staff on behalf of the client when appropriate.
- Keep accurate record, files and documentation on all accompaniment visits.
- Arrange for the client's safe transition from hospital to home or shelter if needed.

##### Administrative

- Keep current on latest research and issues regarding domestic violence and sexual violence through but not limited to articles, books, videos, conference, workshops, and meetings.
- Participate in staffing, supervisory, processing, and consultation meetings as required or needed.

- Complete and turn in all necessary paperwork for payroll and reimbursement in a timely manner.
- Provide other services in crisis and emergency situations as requested or required.

## **POSITION QUALIFICATIONS**

### ***SKILLS & ABILITIES***

#### **Education:**

Bachelor's degree in social science or equivalent experience.

#### **Experience:**

Minimum of one year experience in direct service.

Completion of HAWC's Direct Services training.

Fluent in English for communication with clients, as well as hospital staff and law enforcement officers.

Fluent in Spanish for communication with clients, as well as hospital staff and law enforcement officers.

Bilingual preferred but not required

#### **Computer Skills:**

Experienced in Microsoft Office specifically Excel and Outlook.

#### **Language:**

Bilingual preferred but not required.

#### **Certificates & Licenses:**

Reliable transportation to travel to hospitals.

### ***Competencies***

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Ethical - Ability to demonstrate conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Reliability - The trait of being dependable and trustworthy.

- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Flexibility in schedule is needed for staff coverage, client issues, trainings, etc.
- Understanding of issues related to residential programs and sensitivity to cultural diversity.
- Ability to maintain confidentiality of clients' information as well as shelter location for the safety of clients and staff.
- Critical thinking skills are also needed to perform duties.

**Other Requirements:**

- Understanding and sensitivity toward the issues of domestic violence, sexual assault and the purpose and philosophy of the Direct Services Program.
- Ability to function effectively in a crisis center with emergency situations.
- Must complete Houston Area Women's center's crisis intervention training.
- Provide personal accompaniment at area hospitals.
- Reliable transportation to travel to hospitals.

**PHYSICAL DEMANDS**

- Ability to stand and walk around for extended periods of time is required. Employee will also need to need to squat or bend, reach outward or upward to effectively discharge job duties.
- Job incumbent must be able to lift/carry and/or push/pull up to 40 lbs.

**WORK ENVIRONMENT:**

MISSION OF THE HOUSTON AREA WOMEN'S CENTER: The Houston Area Women's Center helps individuals affected by domestic and sexual violence in their efforts to move their lives forward. We provide shelter, counseling and advocacy to support them in building lives free from the effects of violence. We seek social change to end domestic and sexual violence through community awareness and education. Our services are confidential and available to everyone.

The primary work location for the incumbent in this position is at the agency's shelter location.

**ESSENTIAL FUNCTION STATEMENT:**

The Houston Area Women's Center has reviewed this job description to ensure that essential functions are included with the duties and responsibilities. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**REVIEW AND APPROVAL:**

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_