



Position Title: Legal & Medical Advocate (full-time, non-exempt)

Reports to: Supervisor of Advocacy Services

Pay Range: \$43,000 - \$45,000, commensurate with experience

Benefits: HMO, Dental, Vision, Life Insurance fully covered by employer. Holiday, Vacation and Sick time.

Location: Hybrid in-person at the Austin Community Office/work from home

ORGANIZATIONAL BACKGROUND

Resilience is an independent, nonprofit organization dedicated to the healing and empowerment of sexual assault survivors through nonjudgmental crisis intervention counseling, individual and group trauma therapy, and medical and legal advocacy in the greater Chicago metropolitan area. Resilience provides public education and institutional advocacy in order to improve the treatment of sexual assault survivors and to effect positive change in policies and public attitudes toward sexual assault. Established in 1974, Resilience serves over 2,000 survivors of sexual violence and their loved ones annually. Resilience has a main office in downtown Chicago, a community-based office in Austin, and several co-locations within partner organizations across the city.

GENERAL ROLE DESCRIPTION

The Legal & Medical Advocate is based at the Austin Community Office and is responsible for providing crisis intervention, medical and legal advocacy, and emotional support to sexual assault survivors and their loved ones. This may include accompaniment for survivors at all stages of the legal process, to police stations, throughout the court process, and to obtain protective orders. Additionally, our advocates provide assistance with filing for crime victims' compensation and referrals for other services. These services include alternatives to the criminal legal system, school, immigration, or work-related issues. Advocates liaise with a variety of systems to ensure survivors are treated with dignity and compassion. Advocates provide crisis intervention, emotional support, and additional referrals to sexual assault victims and their families through the emergency department of partner hospitals, telephone crisis calls, and walk-in requests. Advocates also assist survivors in navigating medical follow-up needs such as reproductive options, STI/HIV testing, and medical billing reimbursement. Additionally, Advocates provide referrals for basic needs assistance such as for food pantries, financial assistance, and housing support. Responsibilities also include providing institutional advocacy within the criminal legal, civil, and healthcare systems. All advocates are part of our on-call staff rotation providing 24-hour crisis response to affiliated hospitals.

RESPONSIBILITIES

- Provide in-person support, crisis intervention and information and referrals to survivors of sexual assault and their loved ones
- Provide crisis intervention, emotional support, and medical/legal advocacy to sexual assault survivors seen in the emergency department of partner hospitals
- Provide immediate legal advocacy to survivors in the emergency department and accompanying them to police stations, as needed
- Provide ongoing legal advocacy for sexual assault survivors including: explanation of the legal process, accompaniment to the police station, State's Attorney's office, through the court system, and information about civil legal options and community-based supports
- Carry a caseload of active legal clients and keep these clients regularly apprised of their case status
- Provide ongoing medical advocacy services, as needed (e.g. billing problems, STD and pregnancy testing, HIV testing and treatment, substance abuse programs, DCFS, etc.)
- Carry a caseload of active medical advocacy clients and keep these clients regularly apprised of their medical follow up appointments and billing status

- Provide on-call coverage for assigned and rotating shifts as part of the 24-hour hospital crisis response. This involves regular evenings and some weekends
- Provide information and referrals including temporary housing, food, clothing, locksmith services, substance abuse treatment, counseling, or follow up medical advocacy services
- Provide crisis intervention, information, and referrals via the Austin Community Office through telephone and in-person contacts
- Provide support and information to family members and significant others within the bounds of the rape crisis confidentiality statute
- Assist the Director of Advocacy Services with institutional advocacy efforts and professional trainings for medical, court and criminal legal systems
- Support the Training & Outreach Manager in offering professional trainings for a variety of audiences through the Resilience Training Institute
- Provide ongoing outreach and networking in the Austin community and surrounding areas to foster collaboration and maintain awareness of the Austin Community Office and Resilience services
- Maintain accurate and complete records of all services delivered and adhere to agency and departmental documentation submission requirements
- Assist the Advocacy Volunteer Manager and Director of Advocacy Services with portions of the volunteer training and in-services
- Attend all staff/supervision/case consultation meetings, attend advocacy in-services, and participate in staff development activities
- Participate in meetings/trainings for local and statewide sexual assault coalitions, institutional partners, and other agencies, as assigned
- Participate on internal and external committees or activism that address issues of responding to sexual or domestic violence, systems-based advocacy, trauma-informed care, racial equity, disability inclusion, and/or LGBTQ+ issues
- Complete monthly reports and documentation, including assisting the Director of Advocacy Services with statistical reporting

Perform other duties as assigned to further the reputation and financial stability of Resilience

POSITION REQUIREMENTS

- One year of professional work experience preferred
- Familiarity with the Austin community and strong desire to work with faith-based organizations or other community-lead efforts strongly preferred
- Strong interpersonal skills
- Ability to objectively advocate for the needs/rights of others
- Excellent verbal and written communication skills
- Strong public speaking skills with a variety of audiences
- Ability to take initiative and work independently, as well as with a team
- Exceptional organizational and record-keeping skills
- Positive attitude and proactive approach to problem solving
- Regular access to a vehicle, valid driver's license, and proof of insurance preferred
- Previous experience working on human rights issues, addressing sexual violence/gender-based violence, and working with diverse populations including LGBTQ and BIPOC communities strongly preferred
- Familiarity and/or experience working with the criminal legal system or health care systems is strongly preferred
- Previous completion of a minimum of 40-hours of sexual assault training is very strongly preferred

ORGANIZATIONAL REQUIREMENTS

- Exceptional executive functioning skills and emotional intelligence
- Adaptability, conscientiousness, and reliability
- Excellent verbal and written communication skills
- Ability to give and receive honest, constructive feedback
- Ability to take initiative and work independently, as well as in a team environment that includes cross-department coordination
- Passion for Resilience's mission required; understanding of and/or experience working with sexual assault, women's issues, and human rights issues preferred
- Flexibility to work occasional evening and weekend hours
- Completion of minimum 40-hours of sexual assault training within 90 days of hire

HYBRID WORK ENVIRONMENT

To help promote work-life balance, Resilience provides a hybrid workplace that allows employees to work remotely or from the office, based on the needs of the organization and their personal preferences.

BACKGROUND CHECK REQUIREMENTS

Because of the nature of our funding, all staff, interns, and volunteers are required to clear a criminal background check, free of convictions related to 1) any sex offense, and 2) any offense in which the victim is, by statute, a youth, including but not limited to, child abuse and child endangerment.

Additional background checks vary by position and are required for work with Chicago Public Schools, Cook County Health and Hospitals System, and for work with survivors who are incarcerated. Those who do not pass these requirements are not eligible for employment.

ENVIRONMENTAL/ PHYSICAL

- If you are offered employment with Resilience, please take one of the following steps to meet the necessary requirements.
 - Prior to or on your first date of employment, you will be required to provide proof of your COVID-19 vaccination to Human Resources Department.
 - You will receive direction on how and when to provide proof of your COVID-19 vaccination. Acceptable proof of vaccination includes:
 - CDC COVID-19 vaccination record card
 - Documentation of vaccination from a health care provider or electronic record
 - A copy of medical records documenting the vaccination
 - A copy of immunization records from a public health
 - Possible exposure to vicarious trauma
- Potential for exposure to environmental and/or psychological hazards on or offsite at select partner locations
- Physical requirements may include (extended or periodic) walking, bending, reaching, sitting, and lifting

Persons of color and LGBTQ+ persons are encouraged to apply. Resilience is an equal opportunity employer and does not discriminate on the basis of race, age, sex, gender identity, gender expression, national origin, sexual orientation, or disability in its procedures and policies.

To Apply:

Please send your cover letter and resume to:

Carolina Sánchez, Supervisor of Advocacy Services

jobs@ourresilience.org

Include Legal & Medical Advocate (Austin) and your last name in the subject line.

Please note that applications without cover letters will not be considered.

No phone calls, please.