

Victim Advocate _ Job Description

Sexual Assault Center of Northwest Georgia, Inc.

Location: Rome, GA + Bartow, Polk, Chattooga counties

Position Type: Full-time based on grant-funded

Reports to: Victim Advocacy Coordinator and Program Director

About the Organization

The Sexual Assault Center of Northwest Georgia (SACNWGA) is a nonprofit organization dedicated to supporting survivors of sexual violence through advocacy, education, and prevention services. We work collaboratively with community partners to ensure survivors receive compassionate, trauma-informed care and access to essential resources.

Position Summary

The Victim Advocate provides direct support and advocacy to survivors of sexual violence, including crisis intervention, legal advocacy, case management, and follow-up services. This position works closely with multidisciplinary partners and plays a key role in assisting survivors with Georgia Crime Victims Compensation applications and documentation.

Key Responsibilities

- Provide trauma-informed crisis intervention, advocacy, and emotional support to survivors and their support systems.
- Accompany survivors to forensic medical exams, law enforcement interviews, court proceedings, and related appointments.
- Serve as liaison between survivors and law enforcement, healthcare providers, prosecutors, and community partners.
- Assist clients with processing and filing Georgia Crime Victims Compensation claims, including gathering documentation and meeting internal and external deadlines.
- Maintain accurate, confidential client records and oversee data entry in the Caseworthy database.
- Attend MDT meetings, as needed, and assist with preparation of MDT notes.
- Provide ongoing follow-up, referrals, and coordination of services with clients.
- Support scheduling and correspondence re: pediatric forensic examinations.
- Participate in on-call rotation (average minimum of five 24-hour shifts per month, including nights, weekends, and holidays). *This may fluctuate as services are needed.
- Support community outreach and education at schools, colleges, and community organizations.
- Assist with training volunteers and interns and participate in staff meetings, fundraisers, and organizational events.
- Other duties as assigned.

Qualifications

- Commitment to excellence in serving victims of crime using a survivor-centered, trauma-informed approach. Experience in victim services preferred.
- Strong communication, organization, and interpersonal skills.
- Ability to manage multiple priorities and work effectively in a team-oriented environment.
- Proficiency in Office or Google Workspace (Word/Docs, Excel/Sheets, PowerPoint/Slides).

- Bachelor's degree in related field.
- Must be a solution seeker embodying the following attributes: even-tempered, patient, kind, honest, dependable, relatable, non-judgemental and professional.
- Ability to commute within a four-county service area: Bartow, Chattooga, Floyd, and Polk Counties. The main office is located in Rome/Floyd.
- Maintains personal cell phone for work use.
- Ability to work nights, weekends, and holidays (on-call).
- Must maintain a professional appearance and demeanor at all times.

Bilingual candidates are strongly encouraged to apply.

Requirements:

Bachelor's degree required.

Compensation

Based on experience and qualifications starting at \$38,000 a year.

Benefits:

- Paid time off
- Paid sick leave
- A supportive team environment
- Compensation time
- Opportunity to enroll in a 401k plan
- Temporary supplemental stipends as grant funding allows

How to Apply

Interested candidates should submit a resume and cover letter to admin@sacnwga.org with subject line: VA Applicant + your name.

Applications will be reviewed on a rolling basis.