



Job Posting

Position: Family Advocacy Specialist
Hours: Full Time 40 Hours per week, Non-Exempt
Pay Salary: \$21 to \$24 per hour BOE
Benefits: 4 Day Work Week, Full Coverage of Health Insurance Cost, Family & Medical Paid Leave (12 weeks)/Competitive Annual Paid Time Off (3 wks/first year, additional week every following year, capped at 320 hrs), 12 paid holidays/year, Paid day off for birthday and hiring anniversary, Professional Development and Self Care Funds, Bereavement Pay, Tax Sheltered Annuity Plan Match.
Reports to: CAC & SAS Department Manager
Location: Santa Fe, NM.

Who We Are

For over 50 years, Solace Sexual Assault Services has been the regions' full-service sexual assault services provider. Solace has three core Services:

1. The Clinical Department provides crisis stabilization, assessment, and therapy to restore strength and a sense of safety to individuals who have experienced sexual violence and other violent crimes.
2. The Child Advocacy Center/Sexual Assault Services Department supports survivors of violence through case tracking, advocacy during sexual assault nurse exams or reporting to law enforcement, resource referrals, and court support. The department is also a nationally accredited Child Advocacy Center that conducts forensic interviews of child victims of sexual or physical abuse.
3. The Education & Prevention Department's engages in acts of cultural change through providing comprehensive sexual violence prevention programming, technical assistance, and policy advocacy to schools, government agencies, and community organizations.

Solace co-houses with the Santa Fe Police Department's Special Victims Unit, Christus St. Vincent's Sexual Assault Nurse Exam Unit, and the New Mexico Immigrant Law Center.

Position Summary

The primary role of this position entails working with survivors of sexual violence and other violent crimes by using trauma informed strategies to assist them in accessing services and navigating the criminal legal system.

Duties and Responsibilities

1. Provide crisis response services for survivors of sexual and other violent crimes and their families.
2. Provide assessment of client service needs and develop a plan to meet those needs in conjunction with other community service providers.
3. Participate in the communication and coordination of services with other providers.
4. Provide Court Advocacy, court preparation, and support for victims and families, in coordination with the District Attorney and victim advocates at First Judicial District.
5. Maintain tracking of Family Advocacy Department cases that enter the courtsystem.
6. Develop and maintain strong relationships with external agencies while coordinating services for survivors and families.

7. Maintain up-to-date client files and records.
8. Evaluate program effectiveness using approved tools and measures.
9. Gather, compile, and enter accurate and timely data for reporting. A completion of reports and filing with the appropriate parties.
10. Attend trainings, external meetings, and in- house meetings as required.
11. Adhere to all Solace's policies and procedures.
12. Abide by confidentiality standards required by Solace, State statutes, and Federal statutes.
13. Note taking for the MDT meeting.
14. Help gather, compile and upload documentation for NCA re-accreditation process.
15. Other duties as assigned by Manager.

Required Qualifications

1. Bachelors' Degree preferred with at least two years of experience working in a related field.
2. Specialized skills and experience in advocating for victimized children, youth, and their families.
3. Strong working knowledge of state and local resources.
4. Strong verbal and written communication skills.
5. Flexible and comfortable in a fast-paced environment with shifting priorities.
6. Ability to hold confidential information, use good judgment, and exercise awareness of other people's needs.
7. Flexible and adaptable - able to shift communication styles to fit the needs of a wide range of cultures, people, and organizations.
8. Ability to serve clients with compassion, a belief that they are the experts in their own healing, and with strong professional boundaries.
9. After-hours availability for on-call crisis hotline.
10. Strong ability to collaborate with professionals from other disciplines and agencies involved in sexual violence investigations and/or provision of services with survivors and families.
11. Able to work some evenings, weekends, and holidays.
12. Familiarity with issues related to child abuse and trauma.
13. Ability to abide by all mandatory reporting statutes.
14. Ability to work with clients from a variety of cultural and socio-economic backgrounds.
15. Must pass a CYFD Background Check.
16. Complete the OJP – OVCTACC – Victim Advocacy Training (VAT) on line within first 90 days of employment.
17. Submit complete and accurate reports, payroll time records, mileage and expense reimbursement forms, and monthly reports to the appropriate persons in a timely manner.
18. Perform other duties as needed.
19. Computer literacy in Microsoft Office and Windows based applications.
20. Must be 21 years of age or older.
21. Access to reliable transportation.
22. Maintain state mandatory level of auto insurance
23. Maintain a valid driver's license.

Work Environment:

- While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate. The passage of employees through the work area is average and normal.

Physical Demands

- While performing the responsibilities of the job, the employee is required to communicate with clients, community, and stakeholders/community partners.
- The employee will be expected to communicate via electronic methods and use Microsoft software.
- The employee will need to sit, stand, or otherwise be mobile within the office.

To Apply:

Interested candidates should email a letter of interest, resume, and three professional references to the Executive Director, Maria Jose Rodriguez Cadiz at mjrodcadiz@findsolace.org.

People of color, LGBTQ individuals, bilingual (English/Spanish) individuals, and people living in the many intersections of these experiences are encouraged to apply. Solace is an Equal Opportunity Employer and is committed to an equitable workplace where everyone is treated as a respected and valued member of the team.