



## JOB DESCRIPTION

Position: On-Call Sexual Assault Advocate (PT)  
Compensation: Hourly, nonexempt

Grant funded position.

NCRCT values a diverse workplace and strongly encourages applications from Folx who identify as Black, Indigenous, People of Color, LGBTQ+, Trans, Queer, Non-Binary, Disabled, Immigrants, Veterans, System-Impacted, Parents, and anyone who has experienced systemic oppression and/or gender-based violence. Applicants with bilingual skills in Spanish, Hmong and/or ASL are strongly encouraged to apply.

**In person response to survivors in your primary county required within 30 minutes.**

## RESPONSIBILITIES:

Under the direction of the supervisor, the On-Call Advocate will assist in providing services to the clients of the NCRCT and carry out tasks to ensure the efficiency of the response on the 24 hour crisis line.

## SPECIFIC DUTIES:

- To provide on call crisis services for a minimum of two full weekends (5:00 pm Friday through 8:30 am Monday) a month and 3 weekdays (5:00 pm through 8:30 am) a week.
- Assistance with Holiday on-call coverage
- To provide crisis intervention, follow up, referral, advocacy and accompaniment for clients going to law enforcement agencies, hospitals & other agencies
- To answer the crisis line, handle basic inquiries, respond to requests for information
- To record services provided using data collection sheet within 30 minutes of completing your shift.
- To case with the relieving on-call advocate
- To attend case management meetings and In-service trainings
- To maintain positive, equitable and professional relationships with co-workers/other professionals
- To perform other tasks as directed by the supervisor
- Office hours schedule to be as determined by supervisor.

## QUALIFICATIONS & SKILLS REQUIRED:

**Humboldt County**



Hotline: (707) 445-2881  
Business: (707) 443-2737



425 I Street  
Arcata, CA 95521

**Del Norte County**



Hotline: (707) 465-2851  
Business: (707) 465-6961



983 3rd Street, Suite A  
Crescent City, CA 95531

- Commitment to the prevention and intervention of sexual assault, (healing can happen)
- Commitment to the empowerment of people and to unlearning oppression
- Must be able to work weekend and holiday hours
- High school diploma or equivalent
- Good listening and communication skills and/or counseling experience desirable
- Multicultural experience highly desirable
- Successfully complete initial 70 Hours of state certified Crisis Training
- Ability to act clearly, knowledgeably and assertively in a crisis situation
- Ability to interact sensitively, and professionally and without discrimination with clients, co-workers, all community agencies and personnel in the criminal justice system
- Ability to take direction, work independently and in cooperation with others, in an organized, self-motivated, efficient manner
- Must have means and capacity to run job related errands (unlimited access to an insured vehicle)
- Willingness to sign a waiver authorizing NCRCT to complete a background check
- Valid Driver's License and Proof of Insurance

**PHYSICAL REQUIREMENTS OF JOB:**

All of the job functions listed above, to greater or lesser degrees, involve the following physical demands: Close vision, hearing/listening, clear speech, good manual dexterity and fine motor coordination, physical mobility and flexibility. Continuous sitting, standing and walking necessary. This position requires frequent computer use, occasional lifting of up to 50 pounds, and climbing ladders. ADA compliant accommodations available.

**MENTAL REQUIREMENTS OF JOB:**

All of the job functions listed above involve the following mental demands: Complex reading and writing, clerical, analytical perception/comprehension, and math skills. (Good) judgment, decision-making.

**BENEFITS:**

Benefits as required by state law are State Unemployment Insurance/Employee Training Tax, Workers Compensation, Social Security and Medicare contributions and sick leave. EOE.

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