



Job Title: Bilingual Victim Advocate  
Location: 1206 Vaughn Rd, Burlington, NC 27217  
Date Posted: April 8th, 2022  
Position Type: Full-time (37.5 hours per week, Salary)  
Hours: Monday-Friday 9:00 am – 5:00 pm Limited  
Travel:

**If interested, please submit resume, cover letter, and two references by email:**

Email: [Hiring@CrossRoadsCares.org](mailto:Hiring@CrossRoadsCares.org)

Attn: Hiring Committee, RE: Bilingual Victim Advocate

## ORGANIZATION DESCRIPTION

CrossRoads was established in 1976 as a standalone sexual assault center serving adult victims of sexual violence. In 1994, we realized that child victims needed the same types of services as adult victims. CrossRoads formed a multi-disciplinary team that began research and development of a Children's Advocacy Center (CAC) and in 1996 our CAC was opened. In 2018, CrossRoads had the opportunity to merge with Alamance for Freedom, a well-known anti-human trafficking program. Today we serve victims of sexual violence, human trafficking, and child maltreatment.

CrossRoads started from an outcry in the community and we have continued to operate in such a manner. When individuals need services to find healing, CrossRoads willingly accepts the challenge to create and sustain new and necessary programs. Our greatest priority is our clients and the assurance that they are receiving the highest caliber service.

To find out more about our organization, you can visit: [www.crossroadscares.org](http://www.crossroadscares.org)

## POSITION

**Primary Function:** Provide survivors of sexual violence, exploitation, and maltreatment with advocacy services necessary to promote hope and healing for the client. Work with community partners to ensure survivors are provided with the most appropriate services available. Position will primarily work with the Spanish-speaking population.

**This Position is a contract position that will end September 30, 2022**

### Major Responsibilities:

- Provide confidential crisis intervention, case management, support, education, court preparation, and advocacy to primary and secondary survivors of child maltreatment, sexual violence, and human trafficking (to include some evenings, weekends, and holidays)
  - Provide any necessary referrals and arrange linkage to those services
  - Maintain case files for each client and update them promptly in the client database
  - Responsible for intake process, to include but not limited to, explaining services, answering questions, completing appropriate contact and informational forms, and release of information forms
  - Responsible for scheduling an initial appointment to complete assessments and make appropriate referrals for treatment and other community support services
  - Attend and be prepared to present case information to the multi-disciplinary teams
  - Attend community meetings and coordinate outreach activities with community partners.
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- Complete statistical and programmatic reports.
  - Any other duties assigned by Director of Victim Services and/or Executive Director.



### Qualification and Education Requirements:

- College degree in social sciences, human services, or equivalent training and work experience
- Experience in area of sexual violence, human trafficking, and/or child maltreatment
- Experience providing support/advocacy services preferred
- Experience working with diverse populations
- Ability to work well independently as well as in a team
- Excellent organizational and communication skills
- Strong computer skills
- Self-starter who works efficiently in a fast-paced environment
- Capacity to understand and maintain confidentiality
- Ability to handle confidential client crisis calls and emergency situations
- Ability to maintain positive working relationships with staff members and outside partners

### Additional Notes:

Applicants must possess a valid driver's license and have access to reliable transportation. Any offer of hiring will be contingent upon a satisfactory background check. Applications will be accepted until position is filled.

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