

## **HEARTLY HOUSE MEDICAL ACCOMPANIMENTS (MA) ADVOCATE**

This is a non-exempt, non-benefitted on-call position. Hours per week vary; average is 30 hours/month. Requires evening and weekend availability. This position reports to the Crisis Services Director and Crisis Programs Coordinator.  
Rate: \$35/hour

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Complete general duties assigned to Medical Advocates
  - Be available to respond to a MA during daytime, evening, and/or weekend hours.
  - Provide support and education on the dynamics of abuse and trauma, as well as referrals.
  - Provide crisis counseling to both primary and secondary victims while responding to MA accompaniments.
  - Explain reporting options and procedures to victims.
  - Provide follow up calls and offer in-person follow up crisis intervention sessions to victims.
  - Provide court and additional medical accompaniments, as needed.
  - Support and provide MA accompaniments for victims through the Prison Rape Elimination Act (PREA).
  - Support and provide MA accompaniments for military victims of sexual assault.
  - Coordinate services and provide victim advocacy with all other first responders working on MA cases.
  - Perform administrative duties, as necessary, and assist in maintaining the day-to-day functioning of the MA program.
  - Maintain relationships with other department staff, forensic nurses, law enforcement, and other direct service agencies.
  - Attend monthly MA team meetings.
  - Commit to the designated number of on-call hours per month (currently 30 hours).
  - Complete other duties as assigned by Crisis Services Director and Crisis Programs Coordinator, as needed.

### EDUCATION, SKILLS AND EXPERIENCE

- BA or equivalent combination of education, skills, and experience.
- Strong verbal and written communication and interpersonal skills required. Must be able to work with a broad diversity of people and have a professional demeanor.
- Written and oral fluency in English and Spanish a plus.
- Must be organized, responsible, reliable, professional, and punctual.
- Must be able to travel to the hospital, law enforcement agencies, meetings, and trainings.
- Crisis Intervention experience required.
- Successful completion of Heartly House training sessions.