



Metropolitan Organization to Counter Sexual Assault

Job Title: **Advocacy & Outreach Specialist**  
FLSA Status: Exempt  
Department: Advocacy  
Reports to: Coordinator of Advocacy

Since 1975 Metropolitan Organization to Counter Sexual Assault (MOCSA) has been an essential part of the Kansas City metro. Our mission is to improve the lives of those impacted by sexual abuse and assault, and to prevent sexual violence in our community. We are seeking a human services professional with a commitment to providing advocacy and outreach services to members of our community who have experienced sexual abuse and assault.

### **SUMMARY**

Provides advocacy to victims of sexual violence, conducts outreach to bring awareness to sexual violence and improve response to victims.

### **JOB OBJECTIVES**

#### **I. Provide Face-to-face Advocacy**

- a. Provide crisis intervention and advocacy to adolescent and adult victims/survivors during sexual assault forensic evidence collection examinations; advocate for victims/survivors as they participate in the criminal justice system.
- b. Provide personal advocacy to victims/survivors and their family/support system.
- c. Coordinate with law enforcement, prosecutors, and other criminal justice system service providers to assist victims/survivors.
- d. Ensure all advocacy activities are appropriately documented.

#### **II. Crisis Intervention**

- a. Provide information, support, safety planning and crisis intervention to callers on the 24-hour crisis line during regular business hours.
- b. Serve as staff-on-call managing the operation of the crisis line and victim advocacy response after regular business hours on occasion throughout the year; and supervise volunteers while on-call.
- c. Ensure all crisis line activities are appropriately documented.

#### **III. Facilitate Support Groups**

- a. Conduct a weekly psycho-educational support group for victims/survivors and/or their family/support system.
- b. Ensure all support group activities are appropriately documented.

#### **IV. Provide Professional and Community Outreach**

- a. Conduct outreach and professional education activities with criminal justice system partners, social service agencies, faith-based organizations, and other agencies as identified.
- b. Provide professional and community education on topics of sexual violence.
- c. Act as a representative of MOCSA at various community meetings and events.
- d. Assist with training of crisis line and advocacy volunteers, interns and new staff on crisis line and advocacy procedures as needed.
- e. Ensure all outreach activities are appropriately documented.

The responsibilities described represent the primary responsibilities of the job. Other responsibilities may be assigned by the supervisor as warranted by business needs. The incumbent is expected to do all assigned responsibilities. Grant funds may only be used for the provision of approved activities.

## **KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION**

### **Minimum Qualifications**

The position requires a Bachelor's Degree in human services, social work, criminal justice, or related field or five years of equivalent or combined experience in victim advocacy and community outreach. Demonstrated organizational and interpersonal skills and excellent communication. Must have access to a computer/tablet and internet from home.

### **Preferred Qualifications**

Training in sexual or domestic violence victim advocacy and demonstrated ability to work collaboratively with community partners, such as law enforcement, prosecutors and other social service providers strongly desired. Experience working with diverse communities, ability to work independently with minimal supervision and fluency in Spanish preferred.

## **PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

Work is typically performed in an office environment. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical

reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with faculty, staff, administration, funders, and others encountered in the course of work.

**WORK HOURS**

This is a full-time position; business hours are Monday through Friday, 8:30 a.m. to 5 p.m. Regular evening and occasional weekend work may be required as job duties demand.

**TRAVEL**

Regular travel throughout the Kansas City metropolitan area to perform advocacy and outreach services.

**BENEFITS**

Vacation, Holiday, Sick Pay, Medical, Dental, Life, Long-term Disability Insurance, 403(b) and Cafeteria program. The salary range for this position is \$36,000 - \$42,000 DOE. MOCSA is an Equal Opportunity Employer committed to creating and supporting a diverse staff.

**APPLICATION INSTRUCTIONS**

Please submit a cover letter and resume to MOCSA's [OnePoint portal](#).