

Transitions of PA Job Description

Position: Medical Advocate
Supervisor: Outreach Coordinator
Classification: Non-exempt

Summary

The Medical Advocate is primarily responsible for the coordination of the agency's Medical Advocacy Program. The Medical Advocate encourages and supports collaborative efforts between the victim services and health care communities to improve the response of health care providers to domestic violence, sexual assault, and human trafficking. The Medical Advocate also enhances health promotion and violence prevention strategies, capacities, and mechanisms among healthcare providers and in healthcare locations. This broad mandate breaks down into three primary areas of responsibility: (i) facilitating and disseminating presentations and educational materials to medical professionals, (ii) providing technical assistance to medical professionals, and (iii) advocating for systems change. The Medical Advocate is a mandated reporter of suspected child abuse as defined by PA Child Protective Services Law. Responsibilities require the exercise of independent judgment and knowledge of overall agency activities. This position is full-time with primarily daytime and early evening hours. This position participates in on-call duties.

Responsibilities

1. Provide outreach to medical offices and facilities to review Transitions' services and available training programs.
2. Develop and present training in health care settings on various topics surrounding domestic violence, sexual assault, and human trafficking.
3. Develop and distribute literature to health care professionals.
4. Provide training to hospitals, physicians' offices, campus health centers and counseling centers, drug and alcohol treatment centers, nursing homes, LPN Schools, and other medical professionals and students.
5. Act as the agency's primary contact for Emergency Departments and SANE program.
6. Assist with the implementation of human trafficking response protocols at area hospitals.
7. Assist with updating hospital policy/procedure concerning domestic violence and sexual assault.
8. Participate in Domestic Violence Awareness Month, Sexual Assault Awareness Month, and other community events to ensure medical institutions are involved.
9. Develop Health Fair DV Screening Activity and participate in community outreach.
10. Serve on local committees and task forces to represent the unique health-care needs of victims of domestic violence, sexual assault, and human trafficking.
11. Attend inter-agency meetings for outreach and collaboration efforts as they relate to the Medical Advocacy Program.
12. Complete and maintain required documentation, both in Efforts to Outcome (ETO) software and paper files.
13. Attend staff meetings and in-service training.

14. Participate in the on-call rotation.
15. Perform other related duties as assigned as allowable by funders.

Qualifications

1. Required: Bachelor’s Degree in Social Work or related field and/or equivalent experience.
2. Must be knowledgeable of domestic violence, sexual assault, human trafficking, and other serious crimes and their impact on victims.
3. Must possess excellent communication skills and be computer literate.
4. Must possess public speaking skills and be comfortable communicating with medical professionals.
5. Upon hire, must complete 80-hour Transitions Domestic Violence/Sexual Assault Counselor Training.
6. Must have a valid driver’s license, reliable vehicle, and adequate motor vehicle insurance.
7. Must have Act 34, Act 114, and Act 151 clearances.

Staff Signature

Date

Supervisor Signature

Date

THIS IS NOT AN EMPLOYMENT CONTRACT. MANAGEMENT HAS THE RIGHT TO CHANGE DUTIES, RESPONSIBILITIES, AND WORK SCHEDULES AS NEEDED.