



| | |
|------------------|--|
| Job Title | Rape Crisis Counselor (RCC) |
| Job Type | Volunteer/unpaid |
| Purpose | To provide crisis intervention counseling, advocacy, information, and referral services to survivors of sexual assault, survivors of childhood sexual abuse, and to secondary survivors. Also, to accompany survivors to the hospital, police, district attorney's office and court. |
| Responsibilities | <ul style="list-style-type: none">• Make at least a one-year commitment to the CSC Rape Crisis Program• Work with all survivors and secondary survivors regardless of their religion, race, gender, age, and/or sexual orientation• Serve a minimum of three shifts per month on call, including evenings, weekends, and holidays• Attend mandatory monthly supervision/training sessions on the first Tuesday of every month from 7-9pm• Meet with rape crisis survivors at the Emergency Room or police station within one-half hour of the call, regardless of the time of day or night• Stay with the rape survivor until all procedures have been completed• Call in all cases to supervisor within 24 hours or, if on weekends, call the CSC office during the next working day• Mail in a written report of the call to supervisor within 48 hours• Make a case presentation of all calls at the next monthly meeting• Dress conservatively and maintain a professional attitude as defined by CSC• Perform the role of RCC in an appropriate and responsible manner as defined in this job description• Maintain complete confidentiality of all client information |
| Qualifications | <ul style="list-style-type: none">• 18 years of age or older• Valid driver's license, a car in working order, and automobile insurance are required• Background check required• Must successfully complete the CSC 30-hour training course and score an 80% or higher on the written exam• Must demonstrate a fundamental grasp of crisis counseling skills• Must successfully complete an exit interview with the program supervisor |

| | |
|----------------------------|--|
| Qualifications (continued) | <ul style="list-style-type: none"> • Must complete 10 hours of in-service training annually by attending the two-hour monthly RCC Meeting/Supervision • Must be reliable • Required to sign confidentiality form |
| Location | <p>Once the RCC is trained and has been approved to take calls, the RCC may take Hotline calls at home. The RCC must be able to meet with rape survivors at the Emergency Room or police station within one half hour of the call, regardless of the time of day or night.</p> |
| Reports to | <p>The Supervisor of Special Victims Client Services and/or the Special Victims Program Manager</p> |
| Hours | <p>Days and evenings on weeknights, weekends and holidays; RCC volunteers schedule their availability on a monthly basis</p> |
| Duration of Assignment | <p>Must make at least a one-year commitment to the Center's Rape Crisis Program</p> |
| Training Provided | <p>Candidates must complete an intensive 30-hour training course taught by the Center. Candidates must also score 80% or higher on the course written exam and successfully complete an exit interview with the program supervisor. 10 hours of in-service training, provided by the CSC, are also required.</p> |
| Annual Evaluation | <p>In order to continue volunteering, RCCs are evaluated annually regarding their performance.</p> |

- Must possess a philosophy/ views on sexual assault and sexual abuse consistent with the Center