

<b>Job Title</b>	Sexual Abuse Client Advocate
<b>Employer/ Agency</b>	Katy Christian Ministries
<b>Job Description</b>	<ul style="list-style-type: none"> <li>▪ Provide direct services to clients such as crisis counseling, education and follow-up services.</li> <li>▪ Serve as advocate and liaison for client with police, health care professional, legal system and family.</li> <li>▪ Participate in weekly hotline rotation as scheduled.</li> <li>▪ Data input into the centralized database system (APRICOT-CTK) with required client information weekly.</li> <li>▪ Oversee weekly support group by facilitating group.</li> <li>▪ Provide community, professional and structured education services as directed by grant requirements and Director.</li> <li>▪ Provide accompaniment with clients to hospital, police station, doctor's office, and court.</li> <li>▪ Maintain client files.</li> <li>▪ Provide follow up with clients with telephone calls, face to face visits and written correspondence on a consistent basis.</li> <li>▪ Participate in volunteer training.</li> <li>▪ Submit all required weekly reporting forms to Director such as but not limited to Weekly/Monthly Statistical Reports.</li> <li>▪ Perform canvassing in the community with Sexual Assault materials.</li> <li>▪ Attend weekly staff meetings and case staffing meeting.</li> <li>▪ Cross trained in all areas of the Crisis Center.</li> <li>▪ Turn in biweekly time sheets in according to the appropriate funding source.</li> <li>▪ Assist in planning and executing yearly program events.</li> <li>▪ Perform other duties as assigned by the Director.</li> </ul>
<b>Qualifications</b>	BSW or Bachelor's degree in a human services field preferred 2-3 Years of experience in case management
<b>Salary/Hours</b>	Commensurate with experience.  Monday-Thursday 8:00AM-5:30PM
<b>Employer/Agency</b>	Katy Christian Ministries
<b>Address</b>	5504 First Street
<b>City, State, Zip</b>	Katy, TX 77493

<b>Contact Person</b>	Lizet Benitez
<b>Contact Title</b>	Crisis Center Counselor
<b>Telephone Number</b>	No phone calls please
<b>Fax Number</b>	281-665-8742
<b>Email Address</b>	Lizet.Benitez@ktcm.org
<b>Application Method</b>	Please email your resume to Lizet.Benitez@ktcm.org
<b>Opening Date</b>	11/03/2016

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