



SEXUAL ASSAULT PROGRAM COORDINATOR / ADVOCATE

PART TIME – 20 hours per week

The Sexual Assault Coordinator (SAC) is responsible for the implementation and coordination of the Sexual Assault services program. The SAC will work to provide confidential supportive services and assistance to victims of sexual assault. The SAC will work collaboratively with government, non-profit agencies and faith based communities to be proactive in creating a safe and secure environment for victims of sexual assault in Douglas County.

COORDINATOR RESPONSIBILITIES

Meet the direct needs of victims of sexual assault/domestic violence and their family members by offering emotional support, referral information, and aid in the problem solving process.

Notify and assist victims on eligibility for victim's compensation. Assist in gathering necessary documents and track the process. Keep victim updated on any progress.

Work in conjunction with the Director to implement a Sexual Assault Response Team (SART) utilizing volunteer services for after business hours response to emergency rooms, and/or crisis line callers.

Maintain a 24/7 on call crisis hotline program staffed by volunteers.

Must be on call when there is no coverage on the crisis hotline and respond to any request for accompaniment for forensic exams.

Implement and maintain a Sexual Assault Nurse Examiners (SANE) program staffed by local Registered Nurses.

Recruit local qualified Registered Nurses with current privileges at the local hospital.

Ensure that all SANE nurses have the proper credentials including background check, liability insurance and training prior to being placed on the "on call" schedule.

Maintain SANE nurse files documenting and monitoring compliance with all federal, state and local guidelines.

Inventory and keep medical supplies, comfort items and rape examination kits in stock.

Notify all SANE'S of monthly SANE/ volunteer meetings.

Schedule SANE nurses for "on call" schedule.

Implement, maintain and monitor weekly support groups.

Liaison with law enforcement and hospital personnel.

Conduct community presentations that are designed to identify crime victims and provide or refer them to needed services, including outreach about available services to victims and criminal justice professionals.

Assist in coordination of developing and conducting effective training programs for in house, community and law enforcement trainings.

Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally linguistically services where appropriate.

Maintain 10 hours of continuing education specific to providing victim services.

Any and all duties as assigned by director.

ADVOCATE RESPONSIBILITIES

- Provides crisis intervention and emotional support to child victims and their non-offending caregivers via the crisis line, in person, and forensic services accompaniment.
- Establishes trusts and collaborates with non-offending caregivers to identify needs and provide intensive case management services.
- Acts as a liaison between the child, the non-offending caregiver and law enforcement, medical personnel, and prosecution in order to provide a continuum of care.
- Provides follow-up and coordination of services for child abuse cases beyond the initial report as identified by law enforcement, hospital staff, and other social services agencies.
- Develops and maintains rapport with local and area social service agencies, victim service agencies, law enforcement, prosecution, healthcare providers, and other organizations.
- Facilitate psycho-education groups, workshops, and/or support groups for non-offending caregivers.
- Responsible for all aspects of the client intake process, including data collection, file management and database input.
- Accurately maintains case records.
- Serve as back up to child advocate and intake coordinator.
- Participates in the interaction of volunteers, interns, and staff in program planning, program execution, and service provision.
- Attends and participates in staff meetings, MDT, workshops, seminars, and related training sessions as needed or require.

- Develops, maintains, and submits appropriate form, reports, and records needed for the necessary documentation to meet funding requirements.
- Provides on-call and back up crisis intervention for the crisis line and medical accompaniment.
- Performs all other related duties as assigned by the Director.

PREFERRED QUALIFICATIONS

Bachelor's degree in social services, criminal justice or any medical field. May substitute four years of experience working or volunteering in the field of sexual assault or domestic violence in lieu of the four-year educational requirement. Ability to project a positive professional image.

Bi –lingual (English/Spanish) preferred.

Hours Required: 20 hours per week