

Center Against Sexual & Domestic Abuse, Inc.

**JOB DESCRIPTION
SEXUAL ASSAULT PROGRAM COORDINATOR**

**Job Title: Sexual Assault Program Coordinator Status: Full-Time; Salary; Exempt
Supervisor: Director of Program Services Date Revised: March 2019**

Summary: This job exists to coordinate and enhance services to sexual assault victims and survivors in Douglas County; provide continued education/training to schools, community organizations, law enforcement, human services, etc.; and continue to build positive working partnerships with community agencies.

Education and Experience Required: Have course work in Social Work, Human Services or related field and/or a minimum of one-year experience working with victims of sexual assault, domestic violence and/or child abuse.

Essential Duties and Responsibilities:

- It is my responsibility to oversee the development, implementation and expansion of the Sexual Assault Program in an effort to provide quality, comprehensive services to victims and survivors of sexual assault in Douglas County.
- It is my responsibility to provide continued education and/or training on the dynamics of sexual assault for human services, law enforcement, schools and referral sources, etc., in Douglas County and continue to build and enhance a positive working partnership with the above agencies.
- It is my responsibility to provide direct services to sexual assault victims and survivors in accordance with CASDA's mission and philosophy.
- It is my responsibility to maintain and compile program statistics, grant reports and other necessary administrative paperwork as scheduled.
- It is my responsibility to adhere to agency policy with regards to confidentiality.

Direct Services:

- Provide supportive services to sexual assault victims and survivors on an ongoing basis.
- Develop, implement, and facilitate a support/education group on a bi-weekly basis.
- Share on-call and back-up responsibilities on evenings and weekends as scheduled.
- Develop, distribute and train CASDA staff and volunteers utilizing literature and materials pertaining to sexual assault on an ongoing basis.
- Work with area hospitals, law enforcement, human services, colleges, schools, prisons/jails, etc. to coordinate advocacy and supportive services on an ongoing basis.
- Provide public education on behalf of the organization.

Facility Maintenance:

- Clean and maintain work area as well as contributing to the cleanliness of the main office.

Administration:

- Maintain and compile all client and direct service statistics performed by the Sexual Assault Program and enter them on a weekly basis into CASDA's client database.
- Maintain and compile grant statistical reports and submit as scheduled.

- Maintain a narrative report and turn in to the Executive Director and the Director of Program Services by the 5th of each month.
- Maintain and submit time sheets on a weekly basis into CASDA's online database.
- Maintain and compile all Mileage Reimbursement Forms and turn in to the Director of Program Services on a monthly basis.
- Maintain and compile all Purchase Requests pertaining to the Sexual Assault Program and turn in to the Director of Program Services on an as needed basis.

Conduct and Behavior:

- Must have the ability to remain open to new ideas and adapt to change.
- Must have the ability to establish rapport and maintain cooperative working relationships with colleagues and community members, seeking guidance if required.
- Must have the ability to communicate with sensitivity, compassion and clarity, taking into consideration the needs and feelings of others.
- Must have the ability to represent CASDA with positivity, credibility and professionalism.

Other Duties:

- Attend staff meetings, in-services, retreats, etc. as scheduled.
- Attend at least one professional training related to your job description per year.
- Other duties as assigned by the Executive Director and/or Director of Program Services.

Knowledge, Skills and Abilities Needed:

- Knowledge of and experience working with domestic violence, sexual assault and child abuse victims/survivors.
- Must have the ability to interact with individuals from diverse backgrounds, i.e. race, color, religion, sex, sexual orientation, gender identity, national origin, disability, and genetic information.
- Must have the ability to set clear, professional boundaries and maintain confidentiality.
- Must have the ability to handle crisis situations in a calm, effective manner.
- Must have the ability to be self-directed yet work effectively as a team member.
- Must have the ability to speak to the public and one-on-one regarding the issues of abuse in a knowledgeable, skillful manner, and in accordance with CASDA's mission and philosophy.
- Must have the ability to complete effective oral and written reports and must be able to meet deadlines consistently.
- Must have the ability to handle multiple tasks simultaneously and have excellent organizational skills.
- Must have a valid driver's license, provide own transportation and provide proof of auto insurance.
- Must have the ability to lift up to 25 pounds and perform general cleaning duties.

I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND ALL OF THE DUTIES OUTLINED HEREIN.

Employee Signature _____

Date _____

Executive Director Signature _____

Date _____