

WOMEN'S CENTER
Sexual Assault Response Team Coordinator

PROGRAM: VOCASASRV, DV
SUPERVISED BY: Sexual Assault Coordinator
SUPERVISION OF: NA
CLASSIFICATION: Salary/Non-Exempt/40 hours a week
SUMMARY: The Sexual Assault Response Team Coordinator is responsible for overseeing the Sexual Assault Response Team, including the recruitment and training of SART volunteers along with nourishing a positive and healthy relationship between the Women's Center and the local area hospitals and medical providers. The SART Coordinator is also responsible for forming a formal SART community group to include law enforcement, prosecution, medical staff and other key community players. The SART Coordinator will oversee the SART volunteers and will provide personal advocacy for victims/survivors and their families.

DUTIES

Program Development

1. Develop and maintain a sustainable SART program with the goal of improving services to adult and adolescent sexual assault victims, sexual assault investigation, evidence collection and prosecution.
2. Recruit volunteers to staff the SART and provide the appropriate training necessary.
3. Provide leadership and facilitation in the development and implementation of SART policies and protocols
4. Foster and nourish relationships with local area law enforcement and medical facilities to ensure the best possible care of victims/survivors of sexual assault during disclosure and the sexual assault medical examination.
5. Develop and implement innovative services that address the special needs of victims/survivors from diverse and/or underserved populations.
6. Maintain an evaluation tool and process to assess effectiveness of service and compliance with program objectives; identify unmet/emerging needs and develop recommendations.

Direct Service/Advocacy

1. Conduct initial intake with sexual assault and domestic violence survivors/victims entering Women's Center programs.
2. Provide non-judgmental, empathetic, supportive advocacy and crisis intervention for survivors/victims of sexual assault/domestic violence and their partners and families.
3. Provide crisis intervention, ongoing crisis support, services and sexual assault education to victims. Assist, support and offer one-on-one assistance to program participants through the legal, medical and social services systems.

4. Facilitate contact with other agencies on behalf of participants; accompany participants to meetings and appointments as needed/requested.
5. Provide and/or arrange for emergency transportation and other services as needed and as safety allows.

Education and Outreach Responsibilities include:

1. Provide information to community agencies addressing sexual assault.
2. Provide information about Women's Center services to victims identified through law enforcement contact/police reports and medical institutions.
3. Provide, facilitate and promote educational and supportive groups addressing the needs of sexual assault victims/survivors.
4. Work closely with Alger Advocate and Outreach Advocate to facilitate outreach to survivors on sexual assault/domestic violence in the regions that they cover.

Systems Change

1. Collaboration with community resources (e.g., law enforcement, court systems, social services, etc.) to ensure sexual assault service availability for victim/survivors.
2. Conduct training on sexual assault dynamics and issues with key community agencies to increase awareness.
3. Network with other community resources and agencies to identify unmet needs for victims/survivors in Marquette and Alger Counties as it relates to sexual assault, domestic violence, law enforcement and medical care.
4. Work with medical personnel in the community to enhance a medical-forensic exam program for sexual assault victims/survivors.
5. Develop a formal interagency SART group to include key team players such as law enforcement, prosecutors and medical personnel to address the needs of sexual assault victims.
6. Coordinate effective interagency collaboration to generate a coordinated response team to meet the needs of sexual assault and domestic violence victims/survivors.

General

1. Maintain a professional, confidential, non-judgmental relationship with all clients.
2. Maintain client files that ensure confidentiality.
3. Interact in a professional, cooperative manner with other staff and volunteers. Attendance and participation is required at all staff meetings.
4. Complete tasks as assigned by the Sexual Assault Program Coordinator within the time frame established.
5. Submit any proposed change in your work description or conditions to the Sexual Assault Program Coordinator.
6. Submit a monthly report to the Program Director by designated date to include service statistics, work activities, and discussion of any emerging needs.
7. Participate in promoting the Women's Center through community education and public relation efforts.
8. Attend organization staff meetings as required.
9. Attend trainings and continuing education activities as assigned.

10. Perform related duties as assigned.
11. Work in a safe manner being aware of personal safety and the safety of others.
12. Responsible for observing safety, health and sanitation code.

EDUCATION/TRAINING REQUIREMENTS:

1. Bachelor's degree in Human Services or a related field preferred. Three to five years of experience in crisis related direct service may be substituted for a degree.
2. Good understanding/demonstrated skills regarding sexual assault.
3. A good understanding of a confidential counseling advocacy relationship.

This position is required to:

1. Complete the MDSVTB funded New Service Provider Training coordinated by MCEDSV.
2. Attend trainings as the agency sees fit.
3. Consent to a Criminal Background Check.
4. Participate in the agency ON CALL SART rotation to ensure that crisis services are available 24/7, 365 when necessary.
5. Provide proof of completion of First Aid and CPR Training within first year of employment, and remain current in certification.
6. Ability to make decisions on imperfect information.
7. Agility to multitask.
8. Maintain a good driving record and carry liability insurance for passengers in personal vehicle.
9. Provide proof of vehicle insurance.
10. Have access to a car during scheduled work hours.
11. Reply to emails and answer phone messages within 24 business hours of receipt.
12. Must have a bank account for direct deposit of paychecks.

The Women's Center is an equal opportunity employer that supports and subscribes to a policy of nondiscrimination in all aspects of employment including selection, job assignment, compensation, discipline, termination and access to benefits and training. The Women's Center employment practices are based on job qualifications without regard to race, creed, color, national origin, religion, age, gender, height, weight, marital status, sexual orientation, gender identity, disability, veteran status or any other protected classifications. The Women's Center is also committed to compliance with all applicable laws regarding nondiscrimination.

Employee signature below indicates the employee's understanding the position requirements.

Employee Name Printed: _____

Employee Signature: _____ Date: _____

