

## Embrace

### **Sexual Violence Program Coordinator (Washburn)**

*The Sexual Violence Program Coordinator is responsible for the sexual violence service implementation and delivery for Washburn County; supervision of volunteers; advocacy for victims/survivors and their families; community outreach and education.*

#### Minimum Education/Experience Requirements:

- BS/BA degree in Human Services field &/or equivalent life experience.
- Good understanding/demonstrated skills regarding domestic abuse and sexual assault.
- A good understanding of a confidential counseling advocacy relationship.
- Good communication (oral and written), organizational, and interpersonal skills.
- Ability to work independently and as a team.
- Ability to manage individual component with related grant requirements/reporting.
- Ability to define problems, create and present solutions to decision makers; ability to communicate clearly and professionally.
- Proficient in Microsoft Office and Google tools.
- Ability to handle multiple tasks simultaneously.
- Dependable, strong work ethic.
- Have and maintain a safe driving record, car insurance, and valid driver's license.

#### Program Development

Responsibilities include:

- Collaboration with community resources (e.g., law enforcement, court systems, social services, etc.) to ensure sexual assault service availability for victim/survivors.
- Active participation in groups and committees designed to address sexual assault service and delivery for the county.
- Network with other community resources and agencies to identify unmet needs for victims/survivors in the county and develop and/or enhance services/options available for victims.
- Foster relationships and maintain outreach with rural communities for further program development.
- Develop and implement innovative services that address the special needs of victims from diverse and/or underserved populations.
- Maintain an evaluation tool and process to assess effectiveness of service and compliance with program objectives; identify unmet/emerging needs and develop recommendations.
- Assist in narrative and data reporting to support grant objectives, as needed.

#### Program Management

Responsibilities include:

- Supervise volunteers on sexual assault service projects and work.
- General office management of the Washburn County Outreach Office.

#### Advocacy

Responsibilities include:

- Conduct initial intake with sexual assault survivors/victims entering the Washburn County program.
- Provide non-judgmental, empathetic, supportive advocacy and crisis intervention for survivors/victims of sexual assault and their partners and families.
- 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.
- Facilitate contact with other agencies on behalf of participants; accompany participants to meetings and appointments as needed/requested.
- Provide and/or arrange for emergency transportation to shelter and other services as needed and as safety allows.
- Work closely with the Victim Witness Coordinator, law enforcement, the SANE nurses and other agencies as necessary to make certain that victims are receiving immediate, compassionate responses to their situation.
- Collect, maintain and record program statistics to support grant objectives.
- Maintain ongoing relationship with WCASA.

### Education and Outreach

Responsibilities include:

- Provide information to community agencies addressing sexual assault services provided.
- Provide information about Embrace services to victims identified through law enforcement contact/police reports.
- Conduct training on sexual assault dynamics and issues with community agencies to increase awareness.
- Provide, facilitate and promote educational and supportive groups addressing the needs of sexual assault victims.
- Schedule informational presentations at junior high, high school, and institutions of higher learning on sexual assault.
- Implement and maintain an ongoing schedule that provides information and community outreach about sexual assault awareness throughout the county using printed materials, media and educational events.

### General

- Maintain a professional, confidential, non-judgmental relationship with all clients.
- Maintain client files that ensure confidentiality.
- Compensate for rural travel and geographic barriers by traveling to meet with clients in a confidential and safe location as needed (community centers, libraries, schools, etc.)
- Communicate and interact in a professional, cooperative manner with other staff and volunteers at the level necessary to ensure quality work in a satellite location.
- Attendance and participation is required at all staff and grant planning meetings.
- Complete tasks as assigned by the Executive Director within the time frame established.
- Submit any proposed change in your work description to the Executive Director for prior approval.
- Submit a monthly report to your supervisor and the Executive Director by designated date to include service statistics, work activities, and discussion of any emerging needs.
- Participate in promoting the Embrace through community education and public relation efforts.

***With the knowledge that the Embrace's mission is to serve people affected by domestic abuse and sexual assault, and with the knowledge that efficiently run programs are the best assurance of accomplishing this mission, Embrace expects all employees-when time and job responsibilities permit-to lend the necessary support to other programs or staff within the agency when a request is made or when the need to do so is apparent.***