



POSITION DESCRIPTION

SEXUAL ASSAULT SUPPORT SERVICES PROGRAM ASSISTANT

POSITION SUMMARY: This position will perform a wide variety of duties involved in providing direct support and advocacy for the rights and protection of victims of sexual assault and interpersonal violence. The Program Assistant is responsible for the design, preparation and presentation of prevention and education programs and their implementation; program evaluation; outreach; and collaboration with community and educational partners. Additional responsibilities include assisting with the daily operations of the advocacy service and ensuring that all data and client documentation is appropriately and confidentially maintained.

CLASSIFICATION: Full-time – Salary

COMPENSATION: \$29,000 annually, and includes vacation, sick leave, and paid holidays, as well as medical, dental, and vision insurance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Direct Victim Advocacy Services and Crisis Intervention:

- Provides advocacy for survivors of Interpersonal Violence (IPV) i.e.: sexual assault, domestic violence, stalking, and dating violence at the individual and system level.
- Responds to cases of Interpersonal Violence during and/or after business hours for shifts not covered by volunteers on a rotational basis with other SASS program staff.
- Provides follow-up services for primary and secondary survivors of IPV as needed.
- Effectively manages solid relationships with other agency partners.

On-Campus Presence:

- Develops and maintains effective relationships to increase awareness of Victim Advocacy program with university staff, faculty and student in each college.
- Build campus-wide awareness of Victim Advocacy program
- Create a safe and secure office environment where IPV survivors can contact, meet privately and be supported.
- Document contacts with survivors for general demographic purposes while providing appropriate paperwork and client satisfaction questionnaires.
- Schedule presentations and interviews and participate in UNR sponsored functions when appropriate.
- Develops contacts and builds relationships with partner agencies and institutions to expand target communities.
- Meet with service agencies to assess current protocols as they relate to IPV survivors and provide recommendations for program improvements.
- Create opportunities to encourage additional students to explore Victim Advocacy services

Additional Duties:

- Participates in the development and administration of programmatic goals, objectives, and procedures.
- Maintains accurate and complete files and data collection for all assigned programs.
- Ensures that informational Crisis Call Center materials are available for public distribution during all outreach and educational activities.
- Serves as backup to the SASS program staff with volunteer management, and client advocacy as needed.
- Assists in the recruitment and training of new volunteers, updating of volunteer training manuals and coordination and notification of volunteer in-service training classes.

Minimum Qualifications:

- Successful completion of 84 hours of SASS training program required within 6-months of hire date.
- Must be able to effectively develop and deliver appropriate presentations to large audiences of all age groups.
- One-year minimum experience providing crisis intervention victim advocacy, public speaking, creating presentations, working with volunteers, and office assistance required.
- Ability to listen, accurately assess client needs and manage individual diversity issues presented without bias.
- Solid written and verbal communication skills.
- Computer literate with the ability to operate standard office equipment and software.
- Ability to work some evening and weekend hours required.
- Must maintain and adhere to Crisis Call Center's ethics and confidentiality standards.
- Must pass in-depth background check to include State and Federal criminal history and employment history.
- Valid driver's license and operational, registered and insured vehicle.

Desired Qualifications:

- Degree in social services, human development and family studies, education or community health services or related field preferred.
- Bilingual in Spanish and English is highly desired.

Purpose of Job Description:

- This job description does not state or imply that these are the only duties to be performed. The Program Assistant may be required to follow other instructions and to perform other duties upon the request of the SASS Program Director.

APPLICATION PROCESS

- Send cover letter, resume, and list of three professional references to Taylor Wilson at hr@crisiscallcenter.org. References will only be contacted if a candidate is being considered for interview.
- This position will remain open until an offer is accepted.
- Interviews and placement will begin immediately.