Sexual Assault Program Manager Job Description/Posting

Duties

Client/Social Services
- Provides professional knowledge of evidenced based concepts, principles, procedures and practices for victims of sexual violence.
- Develops methods, approaches, or procedures to meet program requirements and victim's needs.
- Responsible for crisis intervention, assessment and implementation of services for sexual violence victims including oversight of the Crisis Response Team.
- Oversee advocacy and case management of sexual assault cases, assign cases, and work closely with Sexual Assault Advocate/Crisis Response Team Coordinator to assure appropriate services to clients.
- Provide support to primary, secondary, and tertiary sexual assault victims.
- Respond empathetically to victims of crime to reduce levels of trauma and provide support during crisis intervention.
- Provide client support and advocacy through the judicial and criminal justice processes.
- Responsible for referring individuals to appropriate community resources for additional assistance and counseling.
- Communicate and deal effectively with individuals and groups in stressful situations.
- Conduct and assist with psycho educational classes for sexual assault victims.
- Act as a Safe Harbor liaison and collaborate with law enforcement and community organizations to meet survivor needs.
- Serve as back-up to volunteer shifts during the day and evening.
- Maintain and review required documentation and data collection.
- Follow state and federal laws on victim confidentiality.

Grant and Contract Compliance
- Oversee grant contract compliance and required trainings.
- Work with the Management team and Grant/Fund Coordinator on grant proposals, program implementation, and staff training on grant requirements as needed.
- Collect needed service statistics for grant reports.
- At the request and direction of the Outreach and Clinical Services Director or Executive Director, complete quarterly and annual reports for federal and state grant programs.
Management and Collaboration

- Provide supervision, training, delegation, and evaluation to Crisis Response Team Coordinator/Sexual Assault Advocate (full time) and the Prevention Education Coordinator (part time).
- Attend and participate in regularly scheduled management, team, and staff meetings.
- Coordinate and participate in the sexual assault response team (SART), Utah Sexual Violence Council and all other meetings assigned by the Outreach and Clinical Services Director or Executive Director.
- Provide training and education to community partners in responding to sexual assault or interpersonal violence.
- Some travel and occasional weekend days and evenings required.
- Perform other duties as assigned.
- Report to the Outreach and Clinical Services Director.

Qualifications

- Bachelor’s Degree in social sciences or related field.
- Must be licensed as a SSW as recognized by the Division of Public Licensing for the State of Utah or eligible to receive license within one-year of hire.
- Must complete the 40 hour Rape Advocate Training provided by UCASA within six months.
- A minimum of three years experience in direct social service with knowledge in sexual violence, domestic violence, women's issues, human and child development, and working with families in crisis.
- Group counseling and facilitation skills essential; ability to communicate effectively, provide conflict resolution, problem solve and crisis manage. Excellent ability to assess and intervene with appropriate and effective intervention.
- Must be able to relate positively to persons who are diverse in age, ethnicity, socio-economic levels, beliefs and lifestyles.
- Understand the importance of Safe Harbor Crisis Center and its volunteer’s role in the community.
- Must communicate clearly in both verbal and written formats.
- Support Safe Harbor Crisis Center’s mission and vision.
- Maintain current CPR and First Aid certification.
- Must pass a background investigation check (BCI) and provide copies of current Utah driver’s license, and social security card.

Preferred Qualifications

- High level proficiency of oral and written Spanish
- Possess leadership and supervisory skills and be able to direct, supervise, train and assess staff members. Good organizational, communication, and computer skills desired.
- Demonstrated knowledge of grants, grant reporting, and grant administration.
- Effectively listen to and understand information and ideas as presented verbally.
Reports to: Outreach and Clinical Services Director
Hours: Full time 40 hours weekly some travel and occasional weekend days and evenings required.
Salary: $17.00/hour DOE
To Apply: Send cover letter and resume to the Executive Director at kendra@safeharborhope.org or PO Box 772 Kaysville UT 84037.
Deadline: Wednesday, February 10th at 5pm
Website: www.safeharborhope.org

Safe Harbor Crisis Center is an Equal Opportunity employer.