

## Job Posting Sexual Assault Services Director

### Job Type

Full-time, Exempt Position

### Published:

07/27/2017

### Application Deadline:

09/17/2017

### Minimum Education Required

4-year degree

### Location

Public Office  
1202 SE Douglas Ave  
Roseburg OR 97470



Battered Persons' Advocacy (BPA) is a private non-profit organization established in 1978, serving Douglas County Oregon, and is committed to creating a community free from family violence, sexual assault and stalking through support, education and empowerment.

**BPA is seeking a certified Sexual Assault Services Director** to join the diverse BPA team to manage BPA's sexual assault services program, create systems to advance overall sexual assault service delivery and coordinated response, provide community education, and supervise identified volunteers/staff. The applicant must have proven advocate and program management experience as well as experience within sexual violence field. All applicants must be familiar and agree with BPA's mission statement and guiding principles regarding survivor empowerment, inclusiveness, and social change.

BPA values diversity in the workplace and values the importance of addressing issues of racism, homophobia, able-bodyism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color, sex, gender identity or expression; sexual orientation; national origin; religion; age; ethnic background. *Survivors and people from historically marginalized communities are strongly encouraged to apply.*

Please submit an application packet containing: cover letter and resume to the Executive Director. Please highlight any experience that specifically addresses the essential functions of this position. **This position is open until filled. First screening begins August 21, 2017.** To submit an application electronically, email [melanie@peaceathome.com](mailto:melanie@peaceathome.com) with SAS Director in the subject line. To submit your application via postal service, please send it to: PO Box 1942, Roseburg OR 97470.

**Goal Statement:** The Sexual Assault Services Coordinator is a professional position stationed at the public office and is primarily responsible for providing coordination of services and advocacy for survivors of sexual assault. The Sexual Assault Services Director is also responsible for direct client services for sexual assault survivors, program development, supervision of team members, and duties involving resources and administration.

### **Job Functions & Responsibilities:**

#### Client Services

- Provide trauma-informed practices including medical, legal and other social services advocacy for survivors of sexual assault,
- Provide 24-hour crisis intervention, medical and legal advocacy for survivors of acute sexual assault when on-call,
- Answer crisis line calls, provide effective crisis intervention as necessary
- Provide peer-to-peer counseling for victims of sexual trauma including offering support groups
- Maintain client and staff confidentiality under the direction of the law and agency policies

#### Personnel & Teamwork

- Work actively to promote team cohesion and productivity
- Act as a BPA liaison and collaborate with agencies and community organizations to meet survivor's needs including but not limited to law enforcement, District Attorney's Office, Mercy Health, and Cow Creek Tribe
- Assist Executive Director in hiring, supervision and evaluation of other SA team members
- Provide trauma-informed, evidence based sexual assault training for BPA staff and volunteers
- Participate in staff meetings and functions and engage in professional development activities

#### Resources

- Maintain and update sexual assault library and resources; training materials
- Actively consider costs (time, money and materials) when performing essential duties
- Lead awareness campaign activities specific to sexual assault

#### Program Development

- Develop procedures or practices to meet both program objectives and survivor's needs
- Coordinate and oversee quarterly meetings, strategic planning and on-going training for the Douglas County Sexual Assault Response Team (SART) members and staff
- Work in conjunction with Law Enforcement, DA's Office and Emergency Department to improve response and services to victims of sexual assault and trauma
- Provide outreach and community education to the public
- Actively engaged in the recruitment, training and retention of SA team volunteers
- Apply to participate as a subcommittee member of the Oregon Attorney General's Sexual Assault Task Force and attend scheduled meetings and events

#### Administrative

- Maintain statistics and documentation promptly and accurately
- Report program challenges, successes, and needs to the Executive Director
- Coordinate and distribute monthly SART calendar

## Qualifications and Skills:

The Sexual Assault Services Director must be capable of and consistently exhibit:

- High level of knowledge regarding sexual trauma, PTSD and current research on sexual assault
- Being sufficiently self-aware of personal issues when interacting with trauma survivors/clients
- Active listening, effective advocacy and communication skills
- Strong organization skills and attention to detail
- Ability to perform responsibilities efficiently, and independently with professional judgment
- Leadership skills, including empowering and leading volunteers
- Ability to represent organization in professional manner to clients and community
- Effective multi-tasking and ability to prioritize
- Ability to effectively advocate for clients
- Compassion, empathy, understanding, patience when dealing with others
- Understand how racism, sexism, classism and other forms of oppression intersect and are embedded in all institutions and systems. Knowledge regarding the impact of oppression on survivors of sexual violence
- Demonstrate ability to interact with people of different cultures
- Demonstrate cultural humility by searching for understanding and taking action toward racial, gender and class equity
- Support the organizational culture that all board members, staff, volunteers, clients and community partners are treated with respect and dignity regardless of race, ethnic background, gender or socioeconomic background. Understand how racism has played a role in defining what respect and dignity is and use racial equity and multiracial perspective when teaming with others
- Responsible for contributing to a workplace that focuses on the needs of every individual to achieve his or her full potential, appreciating diverse beliefs, practices and experiences
- Understand the neurological, biological, psychological and social effects of trauma and the prevalence of these experiences in a person seeking services

**Physical Demands** to perform regular duties of this job include: Remaining in a stationary position for long periods of time; constantly operate a computer and other office equipment; frequently moving audio/visual equipment, training materials, and office supplies weighing up to 25 pounds; occasionally sets up training/meeting spaces

## Other Requirements

- Ability to occasionally travel within and outside of Oregon State. Must have current driver's license and proof of car insurance. BPA will request a driving record at no cost to the applicant.
- Required to be available by phone for certified advocates responding to crisis calls.
- Ability and willingness to be on call, work weekends and evenings is required
- Must be able to exchange accurate information. The person in this position frequently communicates with clients, peers, community partners, funders, and stakeholders.
- Adheres to all agency policies and practices.
- Current criminal background/fingerprint check and pre-employment drug screening required.
- Other duties may be assigned by Executive Director

