



## Job Description

**Title:** Director of Sexual Assault Services

**Program:** Advocacy Program

**Hours:** 40 hours per week and bi-weekly 24/7 on-call support with occasional weekend and evening hours

**Supervisor:** Executive Director

**Compensation:** This position starts at \$55,000-\$60,000 and also includes generous paid-time-off and medical, dental, and alternative medicine coverage

**Position Summary:** This position is responsible for the on-going operations of Call to Safety's Sexual Assault Programming, including supervising Call to Safety regular and back-up staff; scheduling 24/7 hospital response coverage; providing on-going training of regular and back-up advocates; developing programmatic policies and procedures consistent with best practices; ensuring quality assurance; and networking with community stakeholders.

All persons of every race, ethnic background, spiritual belief, economic status, gender identity, sexual orientation, age or personal ability, are equally affirmed into membership, leadership and employment at Call to Safety and are joyfully welcomed.

### Specific Responsibilities:

#### A. Program Development and Assessment

1. Using an anti-racism and trauma-informed lens, develop the goals, policies, practices, and protocols of Call to Safety's Sexual Assault Program including: case management, outreach, hospital and in-person response, and support groups.
2. Provide on-going program development .
3. Enhance culturally responsive services.
4. Compile and maintain statistics, including Service Point entries and grant reporting relevant to Call to Safety funding requirements.
5. Assist the Executive Director with grant writing including data relevant to funding requests.
6. Participate in committees and workgroups that help reach the goals of the Advocacy Program such as the Multnomah County Sexual Assault Response Team (SART), Sexual Assault Task Force, and The Family Violence Coordination Council's Sexual Assault Advisory Committee.
7. Implement quality assurance measures consistently and effectively. Ensure program evaluation on a regular basis.
8. Administer and track participant assistance funds including housing, motel, transportation, and general assistance.
9. Coordinate the 24/7 monthly staff back-up schedule.
10. Participate in budget and staffing decisions for the Advocacy Program.
11. Participate in strategic planning process.
12. Network with community partners as appropriate.

#### B. Program Staff and Volunteer Supervision

1. Interview, hire, and provide new staff orientation for Back-Up and Sexual Assault Advocacy Program staff.
2. Provide on-going supervision, training, and support of Sexual Assault Advocates and Back-up staff.
3. Attend monthly supervision meetings with Sexual Assault Advocates and quarterly for Back-up staff.
4. Provide supervision using anti-racism and trauma-informed lens.

5. Ensure Call to Safety is minimizing the impacts of vicarious trauma through programmatic policies and practices, debriefing with advocates, adequate training, creating a healthy and supportive work environment, and by regularly promoting self-care.
6. Provide bi-weekly 24/7 2<sup>nd</sup> tier staff-back up response including: providing guidance to staff addressing crisis situations, accompaniment to sexual assault medical exams and crisis line coverage when necessary.
7. In collaboration with the Executive Director, represent management through union negotiations and participation in the Labor Relations Committee.
8. Co-facilitate Direct Service Staff meetings.

### **C. Community Education and Outreach**

1. In collaboration with the Volunteer Coordinator, assist with staffing Basic Advocacy Training sessions.
2. As able, provide Call to Safety core trainings including Introduction to Sexual Violence, The Culture of Gendered Violence, and Sexual Assault Medical Response.
3. Generate training curriculum and materials appropriate for a range of audiences regarding sexual violence.
4. Participate in community forums designed to explore and address issues that affect survivors.
5. Seek out opportunities to market Call to Safety services to the greater community.

### **General Responsibilities – as a member of the Call to Safety staff, you are expected to assist with the following tasks, as needed:**

- Participate in Call to Safety's Equity and Inclusion Committee.
- Attend monthly staff and Call to Safety Coordination Team meetings and occasional retreats
- Serve as a visible spokesperson and advocate for Call to Safety's mission and programs in the community
- Assist with house responsibilities in a team approach
- Other duties as assigned

### **Qualifications – Required:**

- Commitment to creating a healthy work environment that is dedicated to ending domestic and sexual violence and other forms of oppression
- Philosophy compatible with Call to Safety Mission statement
- Minimum of three-five years working with survivors of domestic and/or sexual violence
- Minimum one year of experience in a leadership role that includes supervision of staff or volunteers
- Experience working in a non-profit environment
- Excellent verbal and written communication skills
- Ability to coordinate many people with varying skills and abilities
- Demonstrated ability to problem solve and be proactive
- Ability to prioritize a multitude of tasks and handle a variety of projects simultaneously
- Commitment to building a multi-racial, diverse team
- Demonstrated experience in conducting community presentations
- Ability to maintain confidentiality
- Ability to work with Call to Safety staff as a team member
- Strong computer technology skills, including Microsoft Access, Excel, Outlook and Word. Ability to learn new technology systems and implement within scope of duties.
- Valid driver's license, access to a car, and proof of insurance

### **Qualifications – Strongly Preferred:**

- Masters degree in Social Work, Counseling, Public Administration, or Public Health.
- Bilingual and/or bicultural.
- Knowledge and/or lived experience in relation to Call to Safety's specialized populations

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Employee Signature

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Date

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Executive Director Signature

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Date