

CENTRAL MINNESOTA SEXUAL ASSAULT CENTER

JOB DESCRIPTION

JOB TITLE: Direct Services Staff/Immigration Services Outreach Coordinator

Salary: \$43000.00

SUMMARY OF POSITION:

- 1. To provide advocacy, crisis intervention, and support services to victims/survivors of all forms of sexual violence.
- 2. To provide awareness and primary prevention education to students, community members, and multi-disciplinary professionals.
- 3. To provide other related duties as assigned.

SUPERVISION: Under direction of the Executive Director.

JOB RESPONSIBILITES AND DUTIES:

- 1. To provide advocacy, crisis intervention, and support services to victims/survivors of all forms of sexual violence.
 - A. Serve as staff back-up on the 24-hour crisis line as scheduled.
 - B. Respond to crisis and hospital calls received during normal business hours.
 - C. Consult with other relevant systems' professionals when necessary to meet the clients' needs.
 - D. Assess the needs of clients and provide for the development, coordination, facilitation, and evaluation of service methods to meet the clients' needs.
 - E. Network with and refer to other systems' professionals as needed to meet the needs of the client(s).
 - F. All direct services will be provided within the center's philosophy and mission statement of being client-centered and trauma-informed.
 - G. To facilitate support groups for primary and secondary survivors of sexual violence.
- 2. To provide awareness and primary prevention education to students, community members, and multi-disciplinary professionals.
 - A. Assess the education needs of students in a variety of settings and meeting these educational needs by providing relative information on the topic of sexual violence.

- B. Assess the education needs of community members in a variety of settings and meeting these educational needs by providing relative information on the topic of sexual violence.
- C. Assess the education needs of multi-disciplinary professionals in a variety of settings and meeting these educational needs by providing relative information on the topic of sexual violence.

3. To provide other related duties as assigned.

- A. Represent CMSAC in public settings.
- B. Assist with PR and potential fundraising activities.
- C. Support co-workers in carrying out the mission of the Center.
- D. Safe at Home Programing
- E. Immigration/Asylum Advocacy

MINIMUM QUALIFICATIONS:

1. Education and Experience

- A. Minimum of a four-year degree in a human service related field. Experience in the sexual violence field is a plus.
- B. Preferred to have undergone 40+ hours of state-mandated training in the field of sexual violence.

2. Knowledge, Skills, and Abilities

- A. Knowledge around the issues pertaining to sexual violence.
- B. Ability to communicate effectively both in written and oral form.
- C. Ability to communicate effectively with co-workers/volunteer advocates, other systems' professionals, and the public.
- D. Skills in interpersonal communication and in public speaking.
- E. Ability to have positive working relationships with clients, co-workers, other systems' professionals, and the public regardless of their age, sexual orientation, religion status, ethnicity, race, disability status, marital status, and employment status.
- F. Ability to be flexible with scheduling and with crisis situations that may arise.
- G. Demonstrating self-care skills to alleviate the possibility of secondary trauma.

BENEFITS:

- A. Individual health insurance
- B. Paid vacation and sick time off