



Stand Up Placer, Inc. – Job Description

Position:	Sexual Assault Services Supervisor
Reports to:	Chief Operating Officer/Associate Director
Location:	Stand Up Placer Service Offices, Safe House, Placer County Community
Job Status:	Non-Exempt, Full Time

ABOUT STAND UP PLACER

Stand Up Placer provides comprehensive services to Placer County survivors of domestic violence, sexual assault and human trafficking and their non-offending family members. Our mission is: Saving lives by empowering survivors and educating communities to stand up to domestic violence, sexual assault and human trafficking.

POSITION SUMMARY

The Stand Up Placer Sexual Assault Services Supervisor provides oversight to community outreach, education, and training to staff, volunteers, community partners and the community at large, with an emphasis on sexual assault. This position will also assist with providing direct services to sexual assault, domestic violence and human trafficking survivors when needed. The Sexual Assault Services Supervisor will develop additional community outreach opportunities and will work with the existing sexual assault services team to expand upon and improve the sexual assault services program. The Sexual Assault Services Supervisor will supervise the Sexual Assault Services Coordinator, Human Trafficking Coordinator, Sexual Assault Response Team Coordinator, Detention Services Coordinator.

ESSENTIAL RESPONSIBILITIES MAY INCLUDE THE FOLLOWING:

- Through research, training, and collaboration, become a subject expert on Sexual Assault and Human Trafficking services.
- Supervise all necessary program development
- Supervise Coordinators of sexual-assault focused programs
- Understand, implement, and ensure compliance with grant regulations and requirements and agency protocols
- Work with Chief Operating Officer to develop program policies and procedures as needed or required for compliance requirements and departmental efficiency
- Prepare reports on grant objectives, review monthly data reports for accuracy, completeness and compliance.
- Create and facilitate internal and external trainings with an emphasis on sexual assault
- Develop strategies and create outreach tools for education and awareness in the community
- Provide direct services for Stand Up Placer clients, including crisis intervention, emotional support, advocacy, accompaniment services, safety planning, workshops/classes
- Provide back-up accompaniment services
- On-call coverage for crisis line and call out services

- Conduct community awareness activities regarding sexual assault
- Establish and maintain connections with other service providers
- Maintain client confidentiality
- Conduct evening/weekend activities as appropriate
- Work closely with the rest of the Leadership Team to establish policies, protocols, and improve survivor experience.

QUALIFICATIONS

- Minimum AA/AS and/or a combination of course work with 2+ years prior work experience in social services field, bachelor's degree preferred
- Ability to address crises and problem-solve effectively
- Ability to work under pressure, manage and meet deadlines; excellent organizational skills
- Knowledge of the legal rights of victims and the civil and criminal legal systems preferred
- Ability to work sensitively with traumatized and diverse populations
- Experience conducting presentations and trainings to large groups of people
- Effective communication skills with clients, co-workers, and community partners
- Understanding of Federal and State funding compliance requirements, especially statistical data and recordkeeping requirements.
- Strong administrative skills and familiarity with data bases, required.
- Demonstrated computer skills and proficiency in Microsoft Office Suites with an emphasis on Microsoft Word, Excel and Outlook programs, required. Experience using HMIS (service point) and Apricot is preferred. Prezi skills desirable
- Ability to create spreadsheets, annual reports, charts, and measurement outcomes (i.e. surveys), etc.
- Reliable transportation, valid California Driver's License and proof of insurance
- Fingerprint clearance required
- Completion of Stand Up Placer's 72-hour Crisis Intervention Training (post-hiring requirement)
- Bilingual Preferred

ESSENTIAL PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

DISCLAIMER STATEMENT

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

COMPENSATION AND BENEFITS

Compensation is commensurate with experience. Benefits include health insurance with Flexible Spending Account, paid vacation, holidays.

TO APPLY

Applications will be accepted until this position is filled. Qualified applicants should send resume, cover letter and professional references to Careers@StandUpPlacer.org with Sexual Assault

Services Supervisor in the subject line. Please indicate how you heard about this position.

Stand Up Placer is an equal opportunity employer. For more information you can visit our website at www.standupplacer.org

ACKNOWLEDGEMENT

I have read the contents of this job description and understand this document is not a contract for employment. Further, I understand that if hired, my employment with STAND UP PLACER (Agency) is at-will, and that I or the agency may terminate my employment at any time with or without cause or notice.

Employee Signature

Date

Supervisor's Signature

Date