



A Full Service Intimate Partner Violence Intervention & Prevention Program

POSITION: Sexual Assault Program Coordinator (SAPC)

COMPENSATION: \$16.50 hr., 40hrs/week , 100% paid Medical & Dental, Generous PTO & Holiday

EMPLOYMENT STATUS: Hourly, Full Time with Benefits

REPORTS TO: Program Director

ORGANIZATIONAL DESCRIPTION:

Safe Embrace is a 501(c)(3) Nonprofit Corporation that has been serving the Reno-Sparks community for more than 16 years. We are committed to ending the cycle of intimate partner violence through innovative prevention and intervention services. Safe Embrace operates a 24hr. Crisis Hotline, 30-90 day pet-friendly emergency shelter, and a transitional housing program. We facilitate public survivor support groups, and provide individualized advocacy, case management support, and therapy. All of our survivor services and programs are focused on healing, empowerment and self-esteem building. Safe Embrace (SE) also works at the grassroots-level to educate our community about the issues of Domestic Violence (DV), Intimate Partner Violence (IPV), Sexual Assault (SA), Teen Dating Violence, and Stalking.

NOTE TO APPLICANTS:

All applications must be submitted to employment-at-safeembrace.org with the title of the position in the subject line. Only candidates who meet the minimum qualifications with complete applications will be considered (formal cover letter, resume, and references).

JOB DESCRIPTION:

The Sexual Assault Program Coordinator (SAPC) is responsible for the development and implementation of all aspects of the sexual assault program at Safe Embrace. The SA Program at Safe Embrace will encompass three core functions: (1) development, facilitation, and promotion of DV/SA education and outreach, (2) provision of in-house SA case management & advocacy, (3) serve as the official Safe Embrace representative supporting the community Sexual Assault infrastructure.

QUALIFICATIONS:

Minimum Qualifications

- Pass a federal and state criminal background check and comprehensive drug screen.
- Possess a Bachelor's Degree (preferably in Social Work, Substance Abuse, Nonprofit Management, etc.).
- Be outgoing and knowledgeable about the subjects of: domestic violence, sexual assault, intimate partner violence, interpersonal violence, stalking, misogyny, objectification, cultural violence, generational violence, and cycles of violence.
- Experience developing curriculum and ability to facilitate engaging educational programs, training workshops, and support groups for diverse populations including youth/teens/young adults.
- Possess the ability to provide trauma-informed support to victims of sexual violence/interpersonal violence in times of crisis.
- Must have a valid driver's license and (consistent access to) a currently registered car. Mileage reimbursed. Available to work some nights and/or weekends, to be "on call" for 24hr periods, and to support community awareness events/activities.
- Ability to work independently, on a team, and supervise/lead volunteers.
- Must be passionate about working at the grass-roots level on critical social issues.

Desired Qualifications

- Experience at small or medium size nonprofit.
- Experience with dual-focus shelter programs (domestic violence & sexual assault).
- One or more years of experience with Sexual Assault Support Services (SASS) advocacy team, Sexual Assault Response Team (SART), and/or Sexual Assault Outreach/Training Program.

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www.safeembrace.org ♿ employment@safeembrace.org



- Bilingual.
- Familiar with grants & grant reporting.

Duties & Responsibilities:

Case Management

- Provide individual intervention and advocacy services for survivors of sexual assault at the Safe Embrace emergency shelter.
- Maintain up-to-date records of all direct service activities and submit reports to supervisor as requested.
- Provide the necessary transportation with agency vehicle to assist clients in achieving goals.

Outreach & Training

- Provide outreach services such as networking, lectures, trainings, speaking engagements, and health fairs to increase public education and awareness on the issues of the primary prevention of sexual assault and available services.
- Maintain up-to-date records of all prevention education and submit reports to supervisor as requested.
- Provide outreach and support to non-profit and community programs targeted towards high risk adults and youth.

Professional responsibilities:

- Answer the Safe Embrace crisis hotline when in office.
- Attend, participate in, and/or facilitate staff meetings and trainings.
- Facilitate reoccurring intimate partner violence (IPV) support groups.
- Develop, implement and facilitate reoccurring educational groups targeted to high risk youth
- Assist supervisor with writing of selected funding applications and funding report documentation.
- Act as a liaison to state, county, and municipal collaborators.
- Complete 73 hours of Sexual Assault Support Services (SASS) advocacy team training.
- Sign up for a minimum of 36 on-call SASS team shifts per month (call-out time compensated).
- Assist supervisor with collection and computation of statistical outcome and process evaluation data, as-well-as data regarding client service provision and submit reports as requested.
- Responsible for the ongoing management and growth Safe Embrace's social media presence.
- Serve as Safe Embrace Nevada Anti-sexual Violence Coalition representative.
- Perform all other duties as assigned.

APPLICATION PROCESS:

- Candidates who do not meet the minimum qualifications will not be considered.
- Applications should include a cover letter highlighting interest and qualifications, a resume or CV, and a list of three recent professional references who can attest to candidate's knowledge, skills and abilities. References will only be contacted after a successful in-person interview (candidate will be notified).
- Send applications to employment@safeembrace.org

Safe Embrace celebrates the diversity in our nation, community and staff. We will not discriminate because of political or religious affiliation, race, ethnic, or national origin, age, sexual orientation, economic status, education, marital status or other non-merit factors.
