



13394 W. Trepania Road Hayward, WI 54843
715-634-9360 Fax 715-634-9228

Outreach & Shelter Serving Adult & Child Victims of Domestic, Sexual, Elder, Stalking, & Dating Violence

****JOB ANNOUNCEMENT****

SEXUAL ASSAULT RESPONSE TEAM COORDINATOR JOB DESCRIPTION (SART)

POSTING DATE: FEBRUARY 8, 2018

CLOSING DATE: FEBRUARY 23, 2018

SALARY: Non-exempt. \$12.00-14.00 per hour commensurate with experience. Position is grant funded.

REPORTS TO: Oakwood Haven Director

GENERAL DESCRIPTION:

This full time position provides leadership and coordination of the development and activities of the tribal and county Sexual Assault Response Team (SART) in Lac Courte Oreilles and Sawyer County. A SART is a multidisciplinary, interagency collaboration that unites its members in coordinated victim-centered and offender focused approach to providing primary and secondary specialized sexual assault intervention services to the communities. The position assists with ensuring collaboration between all agency members of the SART.

QUALIFICATIONS:

- Associates Degree in related field or 2 years equivalent of education and experience.
- Pass a criminal background check.
- Possess a valid Wisconsin Driver's License and automobile insurance.
- Outstanding oral and written communication skills.
- Ability to communicate effectively, problem solve, and work well with people from diverse backgrounds.
- Must be able to work independently with limited direction and meet deadlines.
- Must be able to maintain confidentiality.
- Organized, detail oriented and flexible.
- Able to identify and respond to shifting priorities.
- Flexible hours, e.g. some evenings and weekends.
- Must pass a pre-employment drug screen, and any random drug screens thereafter.

EXPECTATIONS:

- Develop and maintain a sustainable SART program with the goal of improving services to adult and adolescent sexual assault victims, sexual assault investigation, evidence collection and prosecution.

- Actively work with all multidisciplinary team members to enhance safety, accountability and all services for sexual assault victims.

RESPONSIBILITIES:

- Coordinate effective interagency collaboration to generate a coordinated response team to meet the needs of adolescent and adult sexual assault survivors.
- Staff the tribal and county SART program and its activities, including planning and conducting monthly SART meetings.
- Maintain regular communication with SART members to ensure consistent participation in SART activities.
- Coordinate SART trainings and assist, if necessary, with the coordination of medical-forensic exam training.
- Provide leadership and facilitation in the development and implementation of SART Policies and Protocols.
- Provide information to victims about legal options available to them and assist in completing and filing protection orders when appropriate.
- As appropriate, work with Sexual Assault Advocate/s; Nursing Staff to promote evidentiary exams and support victims through hospital assessment and collection of evidence.
- Work collaboratively with Oakwood Haven staff to promote and facilitate support groups for victims of sexual violence.
- Work with Statewide WCASA program to implement grant work plan and provide monthly update reports.
- Attend required trainings for all local and/or statewide SART Coordinators and maintain communications with other SART Coordinators for support, assistance and resource and information.
- Plan, coordinate and implement SART trainings and/or workshops with WCASA, Oakwood Haven; AIAA, Inc. and other organizations as relevant.
- Collect, record and report data as required by funding source.

PREFERRED QUALIFICATIONS:

- Experience with sexual assault response and knowledge of SART best practices.

- Proven ability to work with stakeholders from multiple disciplines to develop collaborative relationships.
- Second language a plus.

REQUIREMENTS:

- Attend 15 hours of domestic violence and 30 hours of sexual assault training annually.
- Attend Crime Victims' Rights and Compensation Training annually.
- Travel throughout Lac Courte Oreilles and Sawyer County and surrounding communities as needed.
- Willingness to serve on an on-call, on-scene response team along with the DV/SA investigators and staff as necessary.

APPLICATION PROCEDURE

Submit complete LCO Employment Application, resume, at least three (3) personal letters of references, and any other supportive documents. Resume should be type written, indicating personal information related to position for which applicant is applying, education, experience, professional and/or community involvement and availability. Individuals with disabilities are encouraged to apply.

Mail or Submit Information to:

Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, Wisconsin 54843

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies and Procedures Manual.