



## OAKWOOD HAVEN OUTREACH & SHELTER SERVICES

13394 West Trepania Road Hayward WI 54843

715-634-9360 Fax 715-634-9228

*Service To: Adult & Child Victims of Domestic, Sexual, Elder, Stalking & Other Violent Crimes*

### **\*\*JOB ANNOUNCEMENT\*\***

## **SEXUAL ASSAULT VICTIM SERVICES COORDINATOR**

**POSTING DATE: FEBRUARY 8, 2018**

**CLOSING DATE: FEBRUARY 23, 2018**

**SALARY:** Non-exempt. \$12.00-\$15.00 per hour commensurate with experience. Position is grant funded.

**REPORTS TO:** Oakwood Haven Director

### **GENERAL DESCRIPTION:**

This full time position provides leadership, coordination and is responsible for the development of sexual assault programming, activities and training of Lac Courte Oreilles tribal Victim Services Advocates and tribal and county SART members to provide primary and secondary specialized sexual assault intervention services to the communities. This position assists with ensuring collaboration between all agencies of the Sexual Assault Response Team (SART).

### **QUALIFICATIONS:**

- Associates Degree in related field or 2 years equivalent of education and experience with proven effectiveness.
- Pass a criminal background check.
- Pass a pre-employment drug screen and any random drug screens thereafter.
- Possess a valid Wisconsin Driver's License and automobile insurance.
- Good understanding and demonstrated skills regarding domestic abuse and sexual assault.
- Outstanding oral and written 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 and handle sensitive confidential material.
- Ability to communicate effectively, problem solve, and work well with people from diverse backgrounds.
- Must be organized, detail oriented and flexible.
- Ability to identify and respond to shifting duties and priorities.
- Ability to manage individual component with related grant requirements/reporting.
- Flexible hours, e.g. some weekends and evenings.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage and direct a team of Oakwood Haven Victim Advocates, SART members and Volunteer Coordinator.
- Assist SART Coordinator in on-going development of SART membership and the development of SART Policies and Procedures.

- Assist SART Coordinator in collaborative efforts with law enforcement, court systems, social services etc. to ensure sexual assault service availability for victim/survivors.
- Assist in maintaining skilled Victim Advocacy workforce and SART members.
- Promote advocacy skills, ethical decision making and reporting.
- Develop and implement innovative services that address the special needs of victims from diverse and/or underserved populations.
- Develop trusting relationship with community resources and agencies through good judgement and practice.
- Set good example through actions and interactions in workplace and community settings.
- Actively work with all multidisciplinary team members to enhance safety, accountability and all services for sexual assault victims.
- Coordinate effective interagency collaboration to maintain SART to meet the needs of adolescent and adult sexual assault survivors.
- Work with the SART Coordinator in planning of trainings for Victim Advocates, activities and monthly SART meetings.
- Maintain regular communication with SART Coordinator and members to ensure consistent participation in SART development.
- Provide leadership and facilitation in the development and implementation of SART policies and procedures, defining roles and responsibilities.
- Maintain Embrace Inc. Sawyer County Sexual Assault Nurse Examiner Services Agreement.
- Provide information to victims about medical and legal options available to them and assist in completing and filing protection orders when appropriate.
- Manages all aspects of sexual assault awareness, prevention, training and victim advocacy.
- Promote implementation and execution of the SART and the comprehensive victim services provided through the coordinated community response.
- Work with tribal, county and statewide programs to implement grant work plan and provide monthly update and reports.
- Work with Embrace Inc., WCASA; End Abuse; AIAA, Inc., VOCA, Department of Children and Family (DCF) and the Office of Justice Assistance (OJA) to identify conferences, trainings and workshops at tribal, county, local and statewide levels.
- 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.

## **APPLICATION PROCEDURE**

Submit complete LCO Employment Application, resume, at least three (3) personal letters of reference/s, 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.