



Program Director
Sexual Assault Victim Services (SAVS)
Job Description

Job Title: Program Director Sexual Assault Victim Services (SAVS)

Status: Full time, 40 hours, Non Exempt

Compensation: \$65,000 annually

Benefits: Full Medical, Dental, Vision, 401K

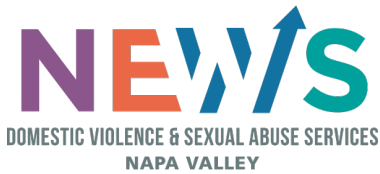
Send Resumes and Cover Letters to: tracyl@napanews.org

Summary:

This position requires a dynamic individual who will be responsible to act as the lead community liaison for NEWS Sexual Assault Victim Services (SAVS). This individual will provide education to the Napa County community at large, speak publicly at events, and collaborate with other agencies at a local, state and federal level. This individual will act as an advocate for policy change and awareness throughout the County and State. In addition, this individual is responsible for the management, supervision and overall operations of the SAVS program and its grant components, manage a variety of activities involving crisis intervention, court accompaniment, and case management to sexual assault victims/survivors and significant others.

Additional duties & responsibilities:

- Oversee the day-to-day needs of managing the SAVS/SART programs and funding.
- Assign Sexual Assault cases to program advocates & implement SAVS service components & coordinate program staff.
- Provide training, orientation, definition of workload and supervision of staff.
- Act as the key SAVS liaison with Law Enforcement and eth District Attorney's office.
- Provide case status information as needed to sexual assault victims/survivors going through the Criminal Justice System.
- Maintain confidential records in accordance with Office of Emergency Services and DPH guidelines and requirements.
- Maintain good public relations within the community.
- Attend Program Manager, Admin, and Monthly All-Staff meetings & speaking engagements, outreach and community education programs.
- Preparation of yearly grant proposals and periodic progress reports for SAVS/SART programs.
- Compile, maintain and submit statistical data as necessary.
- Complete time sheet and approve staff time sheets, mileage and other forms.
- This position may require working non-traditional work hours, days, and holidays.
- Ability to communicate with other professional agencies involved.
- Demonstrate sensitivity to multi-cultural diversity and work with diverse populations in a non-judgmental manner.



Education and Experience:

- BA in Psychology, Social Work, or relative field, MA preferred.
- Experience supervising employees. Experience in non-profit work preferred.
- Experience working with at-risk communities &/or domestic violence and/or sexual assault related issues preferred. Min 2 years' experience working in victim services or related human services field.
- Some knowledge of grant requests and progress report requirements.
- Understanding of sexual assault trauma and have empathetic response to people impacted by trauma.

Communication Skills:

- Ability to communicate clearly in English both verbally and in writing.
- Strong organizational skills and ability to write reports, business correspondence, and procedures.
- Ability to effectively present information and respond to questions from supervisors, peers, donors, board, general public, etc.
- Proven ability to work with a variety of software programs including Word, Excel, and PowerPoint.

Additional Requirements:

Domestic Violence & Sexual Assault Certificate (or successfully attain after hire). CA Driver's License required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. Employee is required to talk and hear, and use hands and fingers to operate a computer and telephone keyboard. Employee may be required to help move small items less than 45 lbs. Employee must have the ability to work flexible hours when needed.

Work Environment:

NEWS' mission is to provide a nurturing refuge for women and children suffering from domestic violence, and/or sexual abuse, and to be a catalyst for change through prevention, intervention and advocacy. It is our belief that in order to promote respect within the lives of those we serve, we must first start by respecting and honoring those we work with here at NEWS. NEWS is an equal opportunity employer.

Equal Employment Opportunity:

NEWS believes that all persons are entitled to equal opportunity and that personnel or management decisions should be based on merit, qualifications, and the legitimate needs of the agency, and that the best qualified applicant or employee should be selected. The agency does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, marital status, mental or physical disability (including HIV and AIDS), affiliation, medical condition (including cancer or genetic characteristics), sexual orientation, age, citizenship or any other classification protected by local, state, or federal law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, compensation, discipline, and termination or any other personal action. All such discrimination is unlawful.