

# PEACE OVER VIOLENCE

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## JOB DESCRIPTION

Peace Over Violence is a nonprofit, multicultural, volunteer, trauma informed, and survivor-centric organization dedicated to building healthy relationships, families and communities free from sexual, domestic and interpersonal violence.

**TITLE:** Sexual Assault Campus Advocate Case Manager

**Location:** Caltech Campus in Pasadena

**SALARY:** DOE Full Time Non-Exempt

**START DATE:** February 1, 2020

**BENEFITS:** Health (partial payment), Dental, and Vision. Generous Vacation and Holiday Allowances

**SUMMARY:** Peace Over Violence (POV) in partnership with Caltech has a new full-time position available collocated at Caltech campus. The SA Campus Advocate will provide and assist with the coordination of comprehensive case management and emergency response services to survivors of sexual and intimate partner violence and education and awareness programs for the Caltech community. The SA Campus Advocate will participate in campus outreach efforts with Caltech's Community Educator & Deputy Title IX Coordinator for Students. This position is responsible for providing direct services to survivors which includes crisis intervention, intake needs assessment, safety planning and on-going comprehensive case management services to survivors. Helping survivor while they maneuver through the various systems, while empowering them on their path to healing. The SA Campus Advocate will work closely with community base organizations & campus partners, law enforcement and other community partners. The ideal candidate will have strong organization, writing, communication and interpersonal skills; a keen attention to detail; the ability to manage multiple projects and possess excellent strong public speaking skills and must be available for on call weekend response for campus events.

In partnership with Caltech; Caltech is a world-renowned science and engineering institute that marshals some of the world's brightest minds and most innovative tools to address fundamental scientific questions. We thrive on finding and cultivating talented people who are passionate about what they do. Join us and be a part of the diverse Caltech community. This position will support Caltech undergraduate and graduate students, staff and faculty – a population who is scientifically minded, culturally diverse, and highly engaged in a rigorous academic environment. A tight-knit campus allows for the development of strong relationships with campus partners and for the provision of high-quality support to meet the unique needs of each student.

### Essential Duties & Responsibilities:

- Provide direct services, case management; accompaniment, advocacy and information referral to sexual assault, intimate partner violence, stalking survivors.
- Identify client needs and assist in accessing services
- Prepare a case service plan for clients
- Provide advocacy and follow up with law enforcement, college & university campus administrators, housing and others.
- Advocate with community SART/DART partners for sensitive, appropriate service delivery
- Coordinate clients' cases to ensure clients receive a full range of services as needed
- Help clients locate other resources and make referrals when appropriate
- Help clients prepare for court or hearings: what to expect; educate on victim rights; what documents are necessary;
- Accompany clients to both civil and criminal court hearings when possible
- Keep accurate and orderly records and files for clients, maintain cases status into ETO system
- Contact clients, schedule and conduct in-takes for needs assessment and/or in-person counseling
- Comply with all confidentiality requirements

- Ensure program cohesion with other division staff, case managers, interns, counselors, volunteers
- Complete CSA Training and fulfill Clery reporting requirements

Administrative:

- Adhere to necessary grant requirements for statistical tracking, administrative paperwork, timesheets
- Prepare and maintain monthly progress reports of program activities
- Ensure completion of client record data-entry forms & other related file upkeep in a timely manner
- Provide statistical analysis and narrative regarding POV services and impact;
- Enter client data into the Efforts to Outcome data system for evaluation purposes

Trainings/ Community Outreach:

- Assist in development and implementation of campus engagement with POV Prevention Division and Campus administrators.
- Interact with student advocates and peer educators to develop awareness programs and activities.
- Provide speaking engagements, trainings, and information tables as requested on Sexual assault, domestic violence and/or POV services to campus groups, campus events and community.
- Attend multidisciplinary meetings with community service providers, law enforcement agencies, etc.
- Train Campus Security, Residential Life staff and other campus groups on trauma-informed interviewing, best practices, resources and trends.
- Act as a campus speaker and resource regarding sexual misconduct and intimate partner violence.

QUALIFICATIONS:

- Demonstrated knowledge of crisis intervention, sexual assault, domestic violence, child abuse/neglect, stalking, elder abuse intervention; experience in Crisis Counseling.
- Completed or intend to complete Peace Over Violence's 72-hour Crisis Intervention and/or 40-hour Sexual Assault & Domestic Violence training
- Ability to establish effective working relationships with campus administrators, campus security, local SART centers, criminal justice and other social service agencies members
- Ability to relate in an empathetic, supportive, non-judgmental manner to victims and their families
- Demonstrate initiative and professionalism; ability to work independently & maintain workload
- Ability to work well with a diverse group of people; comfortable with L.A. & Pasadena communities
- Capacity to balance and provide self-care while meeting the demands of a crisis center
- Computer Literacy required: email, word documents, internet basics, Efforts to Outcome software
- Flexible Schedule to fit varying shifts; capacity to work some weekends and/or evenings
- Automobile needed with a valid driver's license and insurance
- Bachelor's Degree in human services or related field and a minimum of one-year experience working with victims of sexual violence

Peace Over Violence encourages applicants from a diverse pool of candidates including candidates of color, candidates with disabilities, candidates who identify with the LGBTQ community and others.

Applicants may submit a resume and cover letter to:  
 Yvette Lozano, Chief Program & Operations Officers  
 1015 Wilshire Blvd, Suite 200 Los Angeles CA 90017  
 Fax (213)955-9093      Email: [yvette@peaceoverviolence.org](mailto:yvette@peaceoverviolence.org)