



## TRI-VALLEY HAVEN

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### Administration

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## DIRECTOR OF SEXUAL ASSAULT SERVICES

*Exempt ~ Full Time*

**Starting Salary Range: \$57,600 - \$72,000**

**General Responsibilities:** Under the direction of the Executive Director of Tri-Valley Haven, the Director of Sexual Assault (SA) Services provides the day-to day management of the rape crisis center, community education, the volunteer training program, and PREA. The Director of Sexual Assault Services attends meetings and represents SA services in the community, manages sexual assault services events, and provides direct client services as needed.

**General Requirements:** BA required, Master's degree preferred. Five years minimum domestic violence and sexual assault experience in direct service; three years management experience in non-profit setting. Flexibility and ability to manage time and tasks effectively required. Adept in problem solving. Skilled crisis management. High level of literacy and risk management skills required. Completion of Agency Training within 6 months of employment (if not before).

### AREAS OF RESPONSIBILITY

#### I. OVERSIGHT OF SEXUAL ASSAULT SERVICES DEPARTMENT

- A. Responsible for the overall management of the rape crisis center (RCC) staff, rape crisis center volunteers, and RCC operations.
- B. Responsible for oversight of community education staff and programs.
- C. Responsible for oversight of the volunteer training program.
- D. Responsible for the day-to-day management of the agency website, Twitter Account, Facebook, and other social media.
- E. Attends meetings and represents sexual assault services in the community.
- F. Responsible for managing sexual assault services special events.
- G. Responsible for writing CalEMA SA, CPDH RPE, and other grants and reports for sexual assault services.
- H. In conjunction with Tri-Valley Haven Contracts Manager, assures contract compliance. Responsible for contract performance on sexual assault services contracts.
- I. Responsible for hiring, training, supervising, evaluating and terminating departmental staff, volunteer interns and trainees.
- J. Responsible for leading weekly departmental staff meetings.
- K. Maintains or oversees records on all departmental staff: job descriptions, concrete work plans, performance reviews, time sheets, and expense reimbursement requests.
- L. Assures that personnel practices are in conformance with agency philosophy, policies, and legal requirements.
- M. Keeps Executive Director updated on all departmental and program issues.

#### II. OUTREACH AND CLIENT RESOURCES

- A. Responsible for development and maintenance of professional relationships with staff of public and private agencies that provide resources to Tri Valley Haven clients, for example: police departments, judges, Santa Rita jail, District Attorney's Office, etc. Ensure all pertinent Haven staff is kept informed of information to best facilitate client and agency needs.

*"Creating homes safe from abuse."*

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- B. Develop and update Information and Referral Resource information. Utilize internal systems that will make certain all resource information is readily available to the Crisis Line Coordinator, the Volunteer Coordinator, staff, volunteers, and clients.
- C. Attend and represent the Tri-Valley Haven RCC at external meetings such as: CALCASA, SART, police and community meetings, as needed.
- D. Responsible to comply with all laws, including elder abuse reporting, CPS reporting, 5150 laws, and suicide assessment. Ensures that direct service volunteers also comply with the above laws, and other laws as applicable.
- E. Responsible for meeting the terms of grant contract(s) and preparing necessary reports in a timely manner.
- F. Responsible for conducting sexual assault in-service training, monthly meetings, etc.

### III. CLIENT ADVOCACY

- A. Responsible for organization and maintenance of sexual assault client files.
- B. Provide assessment of clients who require services as needed.
- C. Ensure volunteers are trained, available, and scheduled for hospital accompaniment.
- D. Provide ongoing advocacy and case management services to sexual assault clients and their significant others, as needed.
- E. Accompany clients to social service, court and other appointments, as needed.

### IV. COMMUNITY LIAISON

- A. Responsible for interaction with community services, such as law enforcement, medical and the Victims Witness program in matters that pertain to clients being served by sexual assault volunteer advocates.

### V. GENERAL TASKS

- A. Have valid California Driver's License and an insured automobile that employee will use as necessary for agency related business, including transportation of clients.
- B. Must maintain a good Motor Vehicle Record (MVR) in order to be able to drive for the agency.
- C. Attends all internal and external meetings, as required.
- D. Participates in community fundraising and special events, as required.

### VI. OTHER TASKS AS ASSIGNED BY THE EXECUTIVE DIRECTOR WITHIN THE SCOPE OF TRI-VALLEY HAVEN'S MISSION.

### VII. ADA ESSENTIAL TASKS

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|--|-----------------------------------|
| A. Working alone                       | J. Operation of motor vehicle     |
| B. Working in high stress situations   | K. Good distance vision           |
| C. Working in emergency situations     | L. Ability to speak clearly       |
| D. Working off-shift/rotating schedule | M. Ability to discriminate speech |
| E. Good reading vision                 | N. Reasoning and thinking skills  |
| F. Sitting                             | O. Ability to problem solve       |
| G. Good communication skills           | P. Typing or keyboarding skills   |
| H. Specific knowledge or education     | Q. Lifting 10 to 20 pounds        |
| I. Learning ability                    | R. Carrying 10 to 20 pounds       |

I have read the foregoing and understand that this is the job description for the position of  
*DIRECTOR OF SEXUAL ASSAULT SERVICES.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

October 17, 2019