



Sexual Assault Response Coordinator Job Description

Position: Sexual Assault Response Coordinator

Worksite: IWAV Office

Responsible to: Program Manager

Classification: Integrated Program Coordinator and Victim Services Worker

Grid Level: JJEP Wage Grid 12

Summary:

Under the direction and supervision of the Program Manager, the Sexual Assault Response Coordinator (SARC) plans and oversees the day-to-day activities of the Sexual Assault Response Program (SARP) at IWAV.

This program provides a timely and cohesive response for survivors of sexual assault for all genders ages 13 and older. The SARC will provide direct support services, emotional support, practical assistance, and referrals to clients who have experienced sexual assault.

The Sexual Assault Response Coordinator will engage in public education about how to respond to sexual assault, advocate for survivors, train and oversee volunteers. Public education may include coordination of community events and promotion of IWAV's services.

As well, the SARC will cooperate and coordinate with other service providers to ensure effective service delivery. These services are available to eligible clients from the Southern Gulf Islands (Salt Spring, Pender, Mayne, Galiano and Saturna).

Qualifications:

Education, training, and experience

- Diploma in a related human/social services
- Sound knowledge and understanding in gender-based violence and impacts of sexual assault
- Training and experience in crisis management and trauma informed practice
- Minimum two years of recent related experience
- Or an equivalent combination of education, training, and experience

Job Skills and Abilities

- Demonstrated teamwork, leadership, and supervisory skills.
- Ability to work with clients in a way that demonstrates a compassionate, respectful and client centred approach that fosters dignity, individuality, and decision-making process of clients.
- Direct experience working with marginalized groups in advocacy and community outreach.
- Knowledge and understanding of the impacts of sexual assault, sexualized violence, and gender-based violence.
- Ability to work with clients with diverse experiences and genders, which may include male identified persons and youths who have experienced sexual assault.
- Knowledge of police victim services and RCMP procedures in relation to sexual assault
- Ability to work effectively with community services providers to further coordination and cooperation for a common goal of providing comprehensive support to survivors of sexual assault.
- Excellent oral, written, facilitation and interpersonal communication skills.
- Effective interviewing and assessment skills
- Proven ability for public speaking
- Effective time management skills
- Excellent conflict resolution skills
- Demonstrates critical, innovative, and strategic thinking.
- Works in a respectful and cooperative manner with staff and clients
- Clear understanding of measurable outcomes and program tracking
- Ability to learn quickly, work independently, and set clear timelines.
- Proven ability to deliver training programs.

Additional Requirements

- Criminal record check for vulnerable populations
- Valid BC Driver's license
- Adheres to the philosophy, policies, and procedures of IWAV.
- Signs and adheres to Oath of Confidentiality and Code of Ethics

Key Duties and Responsibilities:

- Uses a trauma informed perspective to offer support to survivors of sexual assault by providing emotional support to clients who have been victims of sexual assault or sexualized violence through active listening, debriefing, and validating client's emotions.
- Initial meetings with survivors may take place outside of the IWAV office either at the RCMP detachment or hospital. And may take place outside of regularly scheduled hours on an on-call basis. Intakes will be performed to obtain demographic information for the purpose of tracking stats for the program. The SARC will provide information regarding the Sexual Assault

Response Program, including their role, services available, and an outline of practice and procedure for responding to a sexual assault, including disclosure, and reporting options. Confidentiality and exceptions to confidentiality to be explained before beginning intake or interview.

- Assesses clients' need for other services and provides information and makes referrals to professionals and service agencies; emergency care services, RCMP, counsellors, legal aid lawyers, physicians, and mental health services. Provides crisis response and intervention, as necessary.
- Supports clients' interests and rights by performing duties such as liaising for clients with the police and Crown Counsel, obtaining information about clients' cases including case status and hearing dates. Provides information on police, legal and medical systems in general and specific to clients, cases. Provides information on crime prevention to clients to help them avoid re-victimization.
- Provides court support services such as explaining court processes and trial procedures and providing court orientation and information on court preparation.
- Provides accompaniment and/or transportation to court, police, and medical appointments.
- Assists clients in completing documents and paperwork such as legal forms, Criminal Injury Compensation applications and Victim Impact Statements.
- Liaises with the Outreach Coordinator and engages with community members (individuals, businesses, non-profits, indigenous organizations, BIPOC, and government, in open and solution focused discussion around services for survivors. Develops key relationships with helping agencies, IWAV staff and support services and volunteers that promotes collaboration, open mindedness, equitable and fair treatment without judgement.
- The SARP responds to residents of the Outer Gulf Islands and may include travel to the Islands to promote the program and provide education and support.
- In consultation and collaboration with the Program Manager or Executive Director, offers training to community partners and members about how to recognize sexual assault and how to support a survivor of assault with an emphasis on awareness of services and supports available in the community and through the SARP. Participates in public education/events to raise awareness of sexual assault and sexualized violence.
- Promotes public awareness of and support for the program by performing duties such as producing promotional materials and attending community events.
- Plans and implements activities and special events for the Sexual Assault Response Program.
- Oversees the day-to-day operation of the Sexual Assault Response Program by ensuring that the necessary facilities and equipment are in place, program guidelines and policies are adhered to and the program standards and licensing requirements are met.
- Makes recommendation to the Program Manager regarding program development, policy and procedure formulation and program evaluation.
- Liaises with community service providers and other professionals to coordinate service provision, facilitate referrals to the program and represent the organization or program in

external events.

- Monitors and authorizes client program expenditures and provides input to the Program Manager in the preparation of the program budget.
- Maintains and provides statistics and reports regarding service delivery as required.
- Participates in the rotation of on call duties.
- Performs other related duties as required.

Accountability

- Reports to and meets regularly with the Program Manager to discuss the status of the program operations.
- Maintains current knowledge of and complies with IWAV mandate, mission, policies, procedures, standards of practice and collective agreement.
- Maintains strict confidentiality of information gained because of employment with IWAV.
- Alerts the Program Manager promptly of any extraordinary circumstances, including financial, legal, or ethical issues that may arise.

Program Administration:

- Provides program service delivery to ensure accountability and compliance with contractual and legal obligations.
- Maintains accurate program reporting, documentation and file management systems that comply with IWAV's record keeping guidelines.
- Ensures program operate in a safe, clean, and welcoming environment.
- Consults with the Program Manager regarding proposed extraordinary expenditures.
- Performs other related duties as required.

Community Liaison and Public Relations:

- Works to develop and maintain strong links and good relationships with other community agencies and service providers to coordinate service provision, facilitate referrals to the program and represent the organization or program in external events.
- Develop and maintain strong relationships with related services internally and externally. This will include Outreach, Transition House, PEACE and STV programs, Victim Services, RCMP, Island Health and SSI Community Services.
- Promotes public awareness of and support for the program by performing duties such as producing and distributing promotional materials and for coordinating and/or attending community events.
- Always represents IWAV positively and professionally.