



# STANDING TOGETHER TO END SEXUAL ASSAULT

## Sexual Assault Response Team (SART) Coordinator Job Announcement

**Status:** Full-time, Non-Exempt

**Benefits:** Health Care Insurance, Vacation, Sick Leave, and Employee Retirement through SIMPLE IRA

**Supervisor:** Program Director

### Job Description

- Take a lead role in the planning and coordinating of Sexual Assault Response Team (SART) efforts in the community with the goal of improving the quality of response to and services for sexual assault survivors.
- Provide initial in-person response to SART clients during on-call shift coverage.
- Provide follow-up services to SART clients including in-person and over the phone contact, accompaniment and advocacy services.
- Maintain SART program client files and ensure compliance of services as required by CAL OES.
- Participate in monthly SART Case Management meetings and SART protocol meetings.
- Provide appropriate crisis counseling, follow-up, advocacy, and accompaniment services to Crisis Intervention Program clients through an empowerment model.
- Provide long-term counseling to Spanish speaking clients as needed.
- With the Crisis Intervention Coordinating staff, cover open shifts and serve as staff back up to the 24-hour hotline.
- Perform the duties of hotline coordination, volunteer management, and client case management during on-call shifts.
- Maintain a positive working relationship with law enforcement, medical personnel and other community professionals to ensure successful delivery of services to clients.
- With the Crisis Intervention Coordinating staff, provide in-service trainings to community agencies on issues related to sexual assault.
- Prepare statistical data from services provided for reports needed by funding sources.
- Contribute to an atmosphere of teamwork, mutual respect and empowerment among staff and volunteers.
- Attend staff meetings and the annual Board/Staff retreat when required.
- Perform other duties as required to advance the goals of STESA.

### Qualifications

- BA required, preferably in psychology, sociology, human resources or related field.
- Bilingual in English and Spanish required.
- Completion of Crisis Intervention Training within 3 months of hire and Long-term Counseling Training within 1 year of hire (STESA will provide this training).
- Excellent public speaking and written communication skills.
- Experience in the development and coordination of trainings.
- Experience in training staff and volunteers.
- Working knowledge of and sensitivity to issues related to sexual violence.
- Knowledge of issues pertinent to marginalized communities.
- Experience in working effectively with people of diverse cultural and socio-economic backgrounds.
- Ability to work independently and as part of a team.

- Ability to work effectively with professionals who interface with survivors of sexual assault and their significant others.
- Accessible by telephone and live within range of the response service area.
- Willingness and ability to work unusual and varied hours.
- Computer literate with knowledge of Microsoft Office.
- Reliable transportation.

### **Physical Job Requirements**

This job requires the employee to:

- Sit for 80% of the working hours.
- Type at a computer keyboard while seated at a desk.
- Lift and carry for brief periods up to 25 pounds from the floor to shoulder level.
- Bend, stoop and stand while filing in binders and files.
- Twist and reach while at a desk or computer terminal.
- Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.
- Hear and speak well enough to converse over the telephone or in person at all times.
- Legally and physically be able to drive her or his vehicle during and after work hours while on agency related business.

Accommodations may be made for some of the above requirements. It is the employee's responsibility to make the Office Manager or Executive Director aware of any special needs that they may have. This job description is not intended to be all-inclusive. An employee may also perform other reasonably related business duties.

### **HOW TO APPLY**

Application Deadline: Open until filled.

Please submit resume, cover letter and three references to Idalia Gomez by email at [Idalia@sbstesa.org](mailto:Idalia@sbstesa.org) or in-person at 433 E. Cañon Perdido St. Santa Barbara, CA 93101.