



## SAVA CENTER JOB DESCRIPTION

**Position Title:** Bilingual Victim Services Coordinator

**Employment Status:** Non-Exempt

**Reports to:** Director of Advocacy and Outreach

**Pay Range:** \$21 to \$22 per hour (40 hours per week)

**Prepared/Revised Date:** June 25, 2023

### POSITION SUMMARY:

The Bilingual Victim Services Coordinator is responsible for providing victim advocacy and crisis intervention and outreach services to individuals and families affected by sexual assault, with a particular emphasis on serving people within the Latinx communities of Northern Colorado. In addition, this position collaborates with community partners and collaborators to provide on and off-site advocacy, psychoeducational groups, and develop and support sexual assault crisis hotline for northern Colorado; develops and implements targeted outreach programs to the community; performs direct non-therapeutic crisis intervention and advocacy; maintains statistical records of activities; and facilitates and/or leads targeted community outreach discussions and presentations.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Develop promotional materials in Spanish, including brochures, and educational handouts.
- Develop and maintain relationships with service providers in Northern Colorado to increase service provision and support to the Latinx and Spanish speaking community.
- Perform direct non-therapeutic crisis intervention, legal and medical advocacy, resource mapping, and safety planning either over the telephone or face-to-face, for rape victims and/or families as appropriate; provides direct backup and coverage for volunteers when necessary.
- Provide non-therapeutic individual meetings and co-facilitate psychoeducational groups.
- Provide office hours at SAVA and/or other community agencies depending on need to increase accessibility of services.
- Conduct client evaluations and track outcome measurements.
- Oversee outreach in Northern Colorado for both Spanish and English-speaking populations, including development and implementation of outreach presentations, events, booths, and publications that generates awareness of SAVA services, recruits' volunteers, provides resources and outreach to survivors and solicits community collaboration.
- Work with SAVA's outreach, advocacy, and prevention education staff to develop educational presentations.
- Collects data and conduct evaluations of targeted outreach activities.
- Develops and nurtures community relationships that provides fundraising, outreach, and awareness.
- Identifies and attends community collaborative meetings.
- Assists SAVA's Volunteer and Victim Services Coordinator with recruiting, training, and supporting volunteers for SAVA programs.
- Assist with answering phones, processing mail, and other general office duties as needed.
- Collect and enter statistical data on the provision of services and prepare reports in accordance with prescribed reporting requirements and maintain records on volunteer disposition and activity.

### SAVA DUTIES & RESPONSIBILITIES

- Complete 40-Hour Hotline Training.
- Participate in evening and weekend on-call support.
- Attend staff meetings on a regular basis.
- Attend SAVA related events.
- Follow established SAVA Center policies and procedures.
- Perform other duties as assigned.

## **EDUCATION AND RELATED WORK EXPERIENCE**

- Must be fluent in Spanish and be able to read, write, and communicate effectively with monolingual Spanish speaking clients.
- Bachelor's Degree in related field and two years' experience or an equivalent combination of education, training, and experience. (Please describe how your education and/or experience prepares you for this position in your cover letter)
- Experience with public speaking.
- Ability to work flexible hours, including evenings and weekends, as needed to meet SAVA Center needs.
- Ability to develop and deliver presentations.
- Must have reliable transportation.

## **PREFERRED QUALIFICATIONS**

- Proficiency in public speaking.
- Knowledge of crisis intervention techniques.
- Knowledge and understanding of sexual assault issues and crisis intervention strategies.
- Bachelor's degree or equivalent experience in education, psychology, social work, women's studies, or other non-profit related area.
- Ability to provide non-therapeutic crisis intervention and advocacy services to sexual assault victims and their families.

## **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES**

- Excellent oral, written, and public speaking communication skills.
- Strong interpersonal skills and ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and education backgrounds.
- Basic and continuing knowledge and understanding of racial, gender, cultural differences.
- Ability to be part of and work with a team.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Proficiency in Microsoft Office including Word, Excel, PowerPoint, Outlook, and/or other agency software.
- Ability to organize and complete tasks, meet deadlines, remain flexible and adjust to changing priorities.
- Ability to gather data, compile information, and prepare reports.
- Ability to maintain records and adhere to all confidentiality policies regarding record keeping.
- Ability to assess operational requirements and to plan and organize workflow patterns and schedules.

*SAVA Center is dedicated to the principles of equal employment opportunity. SAVA prohibits unlawful discrimination against applicants on the basis of age, race, sex, color, religion, national origin, disability, military status, genetic information, sexual orientation, gender identity or expression, or any other status protected by applicable state or local law.*

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