

Help Center, Inc. Job Description

Program: Sexual Assault Counseling Center (SACC)

Updated May 2021

Title: Coordinated Community Response Specialist (CCRS)

Reports To: SACC Program Director

Salary Range: \$30,000 to \$34,000 annual F.T.E. D.O.E.

General Summary: The Coordinated Community Response Specialist (CCRS) is a collaborative position funded by an Office of Violence Against Women Rural Grant under the title of the Gallatin Project Consortium. The position will be responsible for coordinating monthly team meetings and reviewing and recommending policies, procedures, and protocols for the Sexual Assault Response Team (SART) and the Gallatin County Child Abuse Multi-Disciplinary Team (GCMĐT) which provide collaborative multidisciplinary, trauma-informed response to survivors of sexual and intimate partner violence. The CCRS is also responsible for community outreach and education, especially for underserved or marginalized populations, providing information to the community about intimate partner and sexual violence and local resources available for support. This position is supervised by the Program Director of the Sexual Assault Counseling Center, under the personnel policies and procedures of Help Center, Inc.

Previous experience including sexual assault/domestic violence education, and work or volunteer experience in advocacy, community education, crisis response or comparable required. Must be extremely well organized and able to work independently as this position is primarily work-from-home; knowledge of the local community and local community resources preferred.

Required Knowledge, Skills, and Abilities:

- Bachelor's degree in Social Work or relevant study or combination of education and experience
- Demonstrated comprehensive understanding of intimate partner violence, sexual assault, child abuse and stalking issues
- Knowledge of the local criminal justice system and ability to work effectively with each community and systems-based agency involved
- Knowledge of direct services for survivors and agencies involved in sexual violence issues
- Experience with education and promotional campaigns on social media, including Facebook and Instagram
- Proven ability to work effectively with community resources and create positive working relationships
- 40-hour basic advocacy training through the Montana Coalition Against Domestic and Sexual Violence. May be completed after hiring.
- Ability to make decisions under high stress conditions
- Excellent oral and written communication skills
- Experience with providing community outreach/presentations
- Experience coordinating community services

- Experience providing logistical support for meetings and events
- Excellent, proven interpersonal skills and abilities with a wide range of staff, partners, and agencies
- Proven leadership, facilitation, and negotiation competencies in collaborative situations
- Proficient with Microsoft Office Suite, including Word, Excel, PowerPoint, and Publisher

Principle Duties and Responsibilities

Education and Outreach:

- Conduct community outreach and education throughout Gallatin County to coordinate the implementation of best practices in the prevention and intervention of domestic violence, sexual assault, and stalking.
- Provide information to the community about programmatic offerings and services aimed at reducing barriers to service access.
- Develop and provide educational trainings to community and agency partners, including but not limited to: Members of the Gallatin Project Consortium (GPC); the City of Bozeman; Montana State University Staff and Community; Law Enforcement; Prosecutors; Municipal, Justice, and District Court Staff; Gallatin County Staff; Community Members, Groups, and Agencies; and Victims and Victim Service Providers throughout Gallatin County.
- Research, develop, and implement education curriculum, brochures, posters, training materials and other products required for community outreach and advocacy.
- Coordinate distribution of new and existing education materials to agencies in Gallatin County.
- Collaborate with CCR teams (SART, MDT, DVRT) to research, develop, and implement community outreach events for Sexual Assault Awareness Month (April), Domestic Violence Awareness Month (October), and Stalking Awareness Month (January).
- Develop and monitor social-media and web-based outreach and develop measurement tools for determining effect on access to victims' services, especially for underserved populations.
- Research up-to-date data provided for presentations to community groups, schools, agencies (including but not limited to statistics on sexual and intimate partner violence, current laws, local, state, and federal trends, and resource access).
- Annually review internal statistics on services provided to underserved populations and create outreach and education plans to close any gaps in service or disparities compared to the broader population.
- Develop specific protocols in collaboration with staff for addressing service gaps/disparities in underserved populations.
- Maintain regular communication with outside agency community educators (Haven, Bridgcare, Aspen, MSU Voice Center, and others) and coordinate development of educational materials and curriculum as needed. When needed, organize community educator meetings in the hopes of creating coordinated messaging on SA/DV topics and issues.
- Create, update and maintain extensive online training registry pertaining to issues concerned in Sexual Assault and Domestic Violence.
- Collaborate in all training and educational events for Help Center, INC. and partnering agencies upon request.

Coordinated Community Response

- Attend monthly meetings for the Sexual Assault Response Team (SART), the Gallatin County Child Abuse Multi-Disciplinary Team (GCMDT) and the Domestic Violence Response Team (DVRT).
- Coordinate communications, meetings, materials, minutes and records for the SART and GCMDT.
- Maintain governance procedures including yearly update of the Memorandum of Understanding, protocols, and interagency agreements for SART, GCMDT, and DVRT.
- Disseminate resources and complete products or policy changes with the teams and provide training to team members on these changes and products as appropriate.
- Develop and maintain orientation procedures for new members of SART and GCMDT.
- Research and educate team members on best practices around sexual assault and intimate partner interdisciplinary response, especially for underserved populations, in collaboration with the team.
- Coordinate, assist with development, and conduct trainings for the SART, DVRT, GCMDT teams as necessary and requested.
- Work collaboratively with SART and GCMDT partners to analyze cases, track case dispositions, and compare current practice with best and emerging practice.
- Coordinate and assist with accreditation procedures for the Gallatin County Child Advocacy Center (GCCAC), a program of Help Center, INC.
- Attend monthly Greater Gallatin Homelessness Action Committee meetings. Identify opportunities for collaboration and education regarding the unique intersection of homelessness and interpersonal violence.
- Communicate with team and project partners to identify and address needs and gaps in survivor response through formal protocol or other processes.

Interagency Networking:

- Act as Help Center, INC. staff liaison to the Gallatin Project Consortium partners, communicating, collaborating with and assisting in completing grant objectives for all Gallatin Project Consortium (GPC) partners.
- Assist the Gallatin Project Consortium (GPC) in identifying, revising and adopting policies, protocols, and procedures that enhance victim safety with an emphasis on underserved victims including victims over 50 and the LGBTQIA+ population
- Provide support to local outreach, education, or prevention efforts as needed.
- Participate in local task forces, coalitions, teams, and community committees as requested.
- Maintain records of all interagency networking and meetings, and provide reports as needed to supervisor.

Data Collection:

- Maintain accurate statistics and document and maintain permanent records of services and trainings provided.
- Assist in the Client Voices Survey administration and confidential data collection.
- Utilize VSTracking and OVW Semi-Annual Reports to input data on service provision, community education and outreach efforts, and grant objectives progress.

- Assist in database maintenance of VSTracking and iCarol and participate in data analysis for grant reporting.
- Submit monthly and quarterly reports on presentations, trainings, and all relevant statistics including all Office of Violence Against Women (OVW) report.

Personnel:

- Assist with training and coordinating volunteers/interns/paraprofessionals.

Finance:

- Maintain proper financial records and receipts for all CE/CCRS expenses.
- Assist in maintaining financial records for Executive Director as it pertains to the OVW grant.
- Assist HAVEN and SACC with grant applications for education coordination issues and reporting.

Other:

- Attend staff agency meetings of SACC.
- Attend SACC Board events as requested.
- Provide support and resource referrals on the crisis line as requested.
- Other duties as assigned by the Executive Director of SACC.

Training

- Must attend domestic violence and sexual assault training programs including Office on Violence Against Women Trainings.
- Must independently find and obtain approval for webinar and online trainings as well as attend online trainings as directed by supervisor.
- Must attend all training provided by the Gallatin Project Team on laws affecting victims of domestic violence, sexual assault, and stalking.
- Must receive basic advocacy training through the Montana Coalition Against Domestic and Sexual Violence.

Physical Demands:

- Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Ability to sit for extended periods of time, up to 4 or 5 hours. Ability to lift up to 30 lbs.

Hours of Work: As necessary to complete job responsibilities.

Probation Period: Six months.