

ATVP Position Opening Full Time Sexual Assault Educator/Advocate Open Until Filled

ATVP is a not for profit organization that serves both Whitman County, Washington and Latah County, Idaho, offering direct services to victims and survivors of domestic, sexual violence, child abuse and stalking, along with community education programming. We are seeking [a full time sexual assault educator advocate](#) who will provide a variety of direct services, as well as public education (including prevention) and outreach under the direct supervision of the Coordinator of Sexual Assault Support Services.

- All applicants must be familiar and agree with ATVP's mission statement and philosophy regarding support to survivors.
- ATVP is an equal opportunity employer and our agency is committed to a culturally and ethnically diverse work place.
- All applicants, if hired, will receive 45 hours of pre-service advocacy training as well as a minimum of 30 hours of yearly ongoing training. Ongoing training includes yearly attendance at a state-wide conference and access to national live webinars.

Position: **Full time Sexual Assault Prevention Educator Advocate**
Reports to: Coordinator of Sexual Assault Support Services
Terms: Non-exempt. Full time (40 hours per week). Some eves and weekends.
Starting Rate: \$14.15 – 16.90/hour, DOE
Benes: Paid holidays, vacation and sick. Employee Assistant Program available.
Location: ATVP Pullman Office
Start Date: Immediate

Application Information:

A description of the positions follow. The full job description is attached. The following materials are required for application and will be considered an example of your communication skills and evaluated as part of the screening process.

The application consists of:

1. Cover Letter.
2. Essay. (limit 1 page) Please address how your background, experience and personal philosophies are applicable to this position.
3. Chronological work/education experience Resume.
 - a. Whether paid or volunteer
 - b. Hours worked
 - c. Reason for leaving each position.

All items must be submitted for applications to be considered complete. *Incomplete applications will not be considered.* **Position is open until filled.**

Send completed applications to:

Amy Volz, Interim Associate Director
ATVP, PO Box 37, Pullman, WA 99163, or Email completed applications as PDF files to
Asst.director@atvp.org

Responsibilities and Duties:

1. Perform all work in a culturally responsive manner consistent with ATVP's mission statement.
2. Provide direct advocacy services individually or in a group setting to adult and sexual violence victims and survivors.
3. Provide safety planning, case management, education, referrals and support victims and survivors of sexual violence in the community as well as residing in the shelter.
4. Co-facilitate sexual assault support group services.
5. Research, analyze and assess formal curriculum/implement as appropriate.
6. Develop and present sexual assault educational programming to include youth prevention summer camps, community educational presentations and community outreaches.
7. Represent the agency and its constituents at community meetings/task forces.
8. Rotate availability for night, weekend and holiday coverage of and response to emergency staff back up.
9. Communicate effectively with a wide spectrum of people.
10. Documentation of services and statistical data entry.
11. Maintain on-going training hours in accordance with agency standards.
12. Maintain agency and client confidentiality as required by ATVP policy.
13. Perform all work in a culturally responsive manner consistent with ATVP's mission statement.

Minimum Qualifications:

1. An understanding, and agreement with ATVP's mission statement.
2. Familiarity with sexual violence dynamics.
3. Ability to be diplomatic and tactful while maintaining a strong victim advocacy perspective.
4. Ability to work collaboratively with others.
5. Strong self-motivated worker.
6. Ability to embrace a team philosophy.
7. Confident computer skills.
8. Ability to pass a criminal background check.
9. Current driver's license and insured vehicle and willingness and ability to provide outreach services across Whitman County, WA.
10. Ability to work evenings and weekends.
11. Ability to lift 20lbs and navigate stairs.
12. Must be a resident of Whitman or Latah County.

Desired Background:

1. Masters in relevant field – e.g., social work, education, criminal justice.
2. Bilingual/bicultural in Spanish or Asian Languages and English.
3. Two years prior advocacy experience in the family/sexual violence field.

SEXUAL ASSAULT PREVENTION EDUCATOR ADVOCATE JOB DESCRIPTION

Alternatives to Violence of the Palouse

The Sexual Assault Prevention Educator provides a variety of coordinated and direct sexual assault services, public education, community development, prevention and outreach services, under the direct supervision of the Coordinator of Sexual Assault Services in Whitman County.

Prevention Focus: 20% Time

1. Provide direct services, including advocacy-based counseling, medical advocacy, support, and appropriate referrals to primary and secondary victims of sexual assault, including the assessment of individual needs and options, emotional support, sexual assault legal advocacy and appropriate referrals; facilitate clients' awareness of the affective, behavioral, and cognitive effects of their experience and enhance their ability to cope/adjust; direct services include appropriate follow-up with sexual assault clients who call on the Hotline, are in shelter, and dual sexual assault/domestic violence clients; provide crisis intervention evenings/weekends to clients on the Hotline or in-person as back-up under unusual circumstances; direct assistance also will be provided to clients in residence at the shelter; provide direct services to domestic violence victims/survivors and CVSC & victims/survivors only as back-up to other staff; [E]
2. Develop, modify, schedule, and present sexual assault, prevention, and agency service presentations, including community outreach and community development, prevention programs/camps to offer presentations, formal curriculum development and modification, such involvement also may include presentations about the relationship between sexual assault and child abuse/family violence under the direction of the CSAS; [E]
3. Assist with the development and production of new and modification of existing ATVP sexual assault brochures and related publications as directed by the CSAS; [E]
4. Facilitate / Co-facilitate and/or provide sexual assault support group services with other assigned staff, receive regular consultation for support group activities and professional development as directed by the CSAS; [E]
5. Assist the Coordinator of Sexual Assault Services in the development of additional program activities/services and/or support groups and modification of existing programs/activities as deemed appropriate and feasible by the Associate Director and Executive Director; [E]
6. For purposes related to sexual assault activities and planning, serve as a member of task forces and work groups, including attending meetings, providing comment on task force activities, and drafting and implementation of protocols and procedures for task force

consideration as appropriate/assigned; all related activities will be fulfilled as directed by CSAS; [E]

7. Assist as necessary with grant/special project related tasks including research preparation/distribution of materials to WSU Campus partners and community agencies, assisting with logistics and activities for outreaches, trainings, and community projects, etc; [E]

8. Assist with WSU Campus community outreach activities and educational presentations around the topics of sexual/ domestic violence and stalking as well as available community victim services.

9. Assist in agency outreach campaigns for Stalking Awareness (January), Teen Dating Awareness Month (February), and Sexual Assault Awareness Month (April). [E]

10. Reach students proactively through a strong university presence at a variety of functions and locations that are accessed by students. Provide information, resources, and support in a multitude of contexts including (but not limited to) university fairs, campus wide events, new student orientation programming, and living group functions in collaboration with the WA SA team; [E]

11. Assist with the compilation of monthly/quarterly statistics related to agency services regardless of source of grant/contract, including data entry into the OCVA InfoNet system, and presentation/outreach data including pre & post presentation questionnaires, as requested by the CSAS and AD. [E]

12. Participate in staff meetings, case conferences and other meetings as requested to ensure appropriate supervision, support, and coordinated service provision; [E]

13. Participate in educational sessions (including self-directed study) for purposes of professional development to ensure current knowledge and skills and compliance with statutory/accreditation/program standards mandates including changes in Washington and Idaho statutes and related agency polices and procedures [E]

14. Maintain agency/client confidentiality as required by ATVP policy; ensure security of client records and the office areas; [E]

15. Other duties as assigned. [E]

NOTE: Some evening, weekend, and holiday hours will be required. Availability of transportation, a valid driver's license, and minimum required auto insurance are required to be able to fulfill job responsibilities. This position includes service hours in the public offices. This position will be part of the after-hours response team and as such, residency in either Whitman County, WA or Latah County, ID is required.

Acknowledgment and Signatures

We understand this job description reflects ATVP's best effort to describe the essential functions of the position at the time of our signatures. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. The signature of the employee indicates you have read this position description and understand the essential job functions of this position. The employee shall receive any modifications, additions, or deletions to the position description as might be made by the Board of Directors or Executive Director in writing prior to their becoming subject to the formal evaluation process.

Alternatives to Violence of the Palouse

Mission: ATVP empowers individuals affected by domestic violence, sexual assault and abuse and stalking. We work to create a safe and equitable community through education and prevention.

Vision: We envision our community being safe, equitable and free from oppression.

Inclusion Statement: ATVP affirms the right of each person to live without fear of the threat of violence. We recognize that all forms of oppression create a climate which enables gender based violence. We honor and advocate for individual autonomy and self-determination for members of our community. We believe that education is the foundation of creating a safe and equitable community, and the inclusion of youth is imperative for sustainable social change.

Tag Line: Educate. Empower. Prevent.