

NEW JERSEY ASSOCIATION ON CORRECTION JOB POSTING

Job Title	Reports to:	FLSA Status:	Department:	Level:
Sexual Assault Prevention Coordinator	Program Manager	Non-Exempt	PCWC Outreach Center	Program Professional II
If interested please submit your application to:				
Contact: Quarticha Perkins FAX: 973-881-0938 Email: gperkins@njaconline.org				

Essential duties and responsibilities include, but are not limited to the following:

- Facilitate core doses and supplemental doses of the primary prevention strategy SAFE Dates and other prevention strategies as assigned
- Assist in the development, implementation and carrying out of the rape prevention and education program implementation plan
- Assist Sexual Assault Program Coordinator with county wide primary prevention coalition recruitment and training
- Complete and maintain statistical and narrative reports as required by grant funders
- Maintain up to date records of all prevention education activities and submit reports to supervisor as requested
- Act as a leader and liaison between county wide primary prevention of interpersonal violence coalition and NJAC
- Provide outreach services such as networking, lectures, trainings, speaking engagements, and health fairs to increase public education and awareness on the issues of the primary prevention of sexual assault and available services;
- Meet with program participants and screen individual needs.
- Interview program participants.
- Develop professional relationships with participants.
- Provide casework and counseling referral to participants.
- Prepare and maintain client records including social histories, chronological reports, case summaries and other information as needed.
- Whenever appropriate, meet with the families of clients and provide referrals.
- Provide appropriate advocacy and referrals for clients seeking housing, legal advice, etc., while encouraging and facilitating clients' independent action.
- Perform other duties as assigned.

Professional responsibilities:

- Attend and participate in staff meetings and supervisory conferences
- Act as a liaison to target site for primary prevention implementation plan and county wide primary prevention of interpersonal violence coalition and fairs to increase public education and awareness on the issues of the primary prevention of sexual assault and available services;
- Attend and participate in division and staff training opportunities

Qualifications:

- Commitment to association Philosophy
- Master's Degree in Human services related field plus one year experience Human service clients; relevant experience may be substituted on a year for year basis for the educational requirement.
- Administrative skills, proficiency in written and verbal communication
- **Computer literate; Windows 95, Microsoft Office 97.**
- **Access to a currently registered car and a valid driver's license**

The New Jersey Association on Correction is an Equal Opportunity/Affirmative Action Employer and will consider all qualified candidates without regard to sex, race, creed, religion, color, national origin, age, ancestry, handicap, veteran's or marital status, sexual orientation.

ASSOCIATION PHILOSOPHY: All Association employees must be committed to the New Jersey Association on Correction's philosophy: To promote social justice and human dignity in the policies and institutions which govern offenders and victims of crime through educational, legislative and rehabilitative programs.

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