

Contact of Burlington County
JOB DESCRIPTION:
Sexual Assault Services
Direct Services Lead Coordinator

Non-Negotiable Rate: \$18hr Full Time Position
Email Cover Letter & Resume to:
jallen@contactburlco.org

Responsible for working closely with the Sexual Assault Services Director to provide sexual assault services education in Burlington County communities, school districts or professional groups.

- Reports to the Sexual Assault Services Director
- Responsible for supervision of Direct Services Staff
- Responsible for the development and implementation of sexual assault direct services programs, including counseling
- Markets the direct services education programs to community groups and school districts in Burlington County
- Prepares training outlines, secures speakers and organizes training materials
- Provides presentations related to abuse, victim services and related topics
- Administers feedback mechanism provided by state to monitor the effectiveness of the presentations and responsible for keeping accurate statistics of feedback
- Collaborate with New Jersey Coalition Against Sexual Assault (NJCASA) program members on victim services initiatives
- Develops and maintains collaborative relationships with other professionals and organizations through coalition building
- Attends relevant trainings and workshops
- Completes monthly, quarterly and annual statistics pertaining to direct services program
- Miscellaneous job related duties not detailed

Job Requirements: A Bachelor's degree in psychology, social work or allied field or comparative work experience. Completion of NJ Sexual Assault Advocate Training or equivalent is required prior to or upon hiring for position. Understanding of anti-oppressive framework and its intersection with sexual violence. Familiarity with community mobilization and coalition building and a willingness to collaborate with diverse populations. Experience in or comfort with public speaking. Ability to maintain and respect confidentiality. An ability to maintain a flexible work schedule. Sincere interest in the issue of sexual assault services. Must have regular email and cell phone access, reliable transportation and must live in close proximity to Burlington County, New Jersey.