

Sexual Violence Prevention Specialist

Job description

About Family Service League

Family Service League is a 501(c)3 nonprofit organization that provides individual, couple, and family counseling and comprehensive sexual violence emergency, advocacy, and prevention services as the state designated sexual violence program for Essex County. Since 1881 and throughout the organization's history, the core mission has remained consistent, which is to support and strengthen those in need through counseling, education, and social services.

About the Sexual Violence Prevention Specialist

Family Service League is seeking a Sexual Violence Prevention Specialist to conduct prevention education/trainings/workshops, community awareness activities at public and private schools, higher-education institutions, and other communities within Essex County. The Sexual Violence Prevention Specialist will also undertake coverage on English hotline of the Essex County's state designated Rape Crisis Center, SAVE of Essex County.

The SAVE of Essex County program consists of a 24/7 hotline, sexual violence advocate program, sexual violence prevention education and outreach services. Candidates, who have CSVA (Confidential Sexual Violence Advocate) certificate will be preferred due to specific requirements for the hotline.

Duties and Responsibilities

- Responsible for development and implementation of prevention education programming
- Facilitate core doses and supplemental doses of the primary prevention strategy
- Provide outreach services such as networking, lectures, trainings, speaking engagements, and health fairs to increase public education and awareness on the issue of primary prevention of sexual assault and available services
- Maintain and facilitate a county-based sexual violence prevention coalition comprised of Essex County community members
- Complete and maintain statistical and narrative reports as required by grant funders
- Maintain up to date records of all prevention education activities, accompaniments, hotline calls and submit reports to the Sexual Violence Program Manager, and Executive Director as requested
- Attend and participate in staff meetings, advocate trainings, advocate meetings, NJCASA meetings, and other meetings as needed
- Serve as a hotline supervisor providing on-call support one-two week days per week (24-48 hours), one-two weekends per month (Friday-Sunday), or as needed. Serve as back up hotline supervisor as assigned.
- Transfer confidential data from various sources (Excel, Quickbooks, paper reports, client files) into the CaseStream, TherapyNotes, Eleo and other relevant databases
- Create content for agency's social media accounts, newsletter and other communication/marketing materials

- Assist the Sexual Violence Program Coordinator, Grants Manager, and Executive Director as necessary

Preferred Qualifications and Skills

- Bachelor's degree in social work, health education, public health administration, human services or closely related field with certification in sexual violence education preferred.
- Strong verbal and written communication skills in English. Working knowledge of Spanish/Portuguese is a plus.
- Skills in public speaking, and experience and sensitivity in working with culturally diverse communities needed.
- Must be available to work some evening hours and weekends
- Knowledge of Microsoft Office Suite, Google Drive, Internet and other programs
- Strong networking and communication skills
- Ability to work cooperatively with others in a team

Terms & Conditions

The Sexual Violence Prevention Specialist will work in office and remotely for 35 hours per week. The candidate will report to, and work closely with Sexual Violence Advocate and Program Coordinator.

To Apply

Please submit a cover letter and resume.

Family Service League is an equal employment opportunity employer and complies fully with standards set forth by the EEOC. Family Service League does not discriminate based upon race, color, religion, sex, national origin, age, gender, sexual orientation, disability, or any other classification protected by law. Family Service League encourages and invites all qualified individuals to apply.

Job Type: Full-time

Salary: \$24.00 - \$28.00 per hour

Benefits:

- 401(k)
- Flexible schedule
- Health insurance
- Paid time off

Schedule:

- Monday to Friday

COVID-19 considerations:

All staff and clients have to wear masks within the office.

Education:

- Bachelor's (Required)

Experience:

- Sexual Violence Hotline: 1 year (Required)
- Sexual Violence Prevention: 1 year (Required)

License/Certification:

- Confidential Sexual Violence Advocate Certificate (Preferred)

Shift availability:

- Night Shift (Preferred)
- Overnight Shift (Preferred)

Willingness to travel:

- 25% (Preferred)

Work Location: In person