



## 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 Hotline Manager

Family Service League is seeking a Sexual Violence Hotline Manager to oversee its 24/7 emergency sexual violence hotline, and conduct prevention education/trainings/workshops and community awareness activities with in the Bloomfield Township. The Sexual Violence Hotline Manager will provide coverage on confidential 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

#### Hotline Duties

- Responsible for management on the sexual violence hotline, including scheduling advocate shifts and managing of Specialty Answering Services system daily
- Provide coverage on the 24/7 emergency hotline 10am-4am Monday- Friday
- Provide coverage on hotline one-two weekends per month, or as assigned
- Complete and maintain statistical and narrative reports and records of all hotline activities
- Maintain up to date records of all accompaniments, hotline calls and submit reports to the Sexual Violence Program Coordinator, Associate Executive Director, 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.
- Assist the Sexual Violence Program Coordinator, Associate Executive Director and Executive Director as needed

### **Outreach Duties**

- Provide advocacy, supportive, and outreach services, such as prevention education, networking, training, speaking engagements, and other forms of public education, specifically targeting the Bloomfield Township population and communities
- Create materials, brochures, and social media content on sexual violence prevention and awareness raising
- Complete and maintain statistical and narrative reports and records of all outreach activities
- Maintain up to date records of all prevention education activities and submit reports to the Sexual Violence Program Coordinator, Grants Manager, and Executive Director as requested
- Assist the Sexual Violence Program Coordinator, Grants Manager, and Executive Director as needed

### **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 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

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#### **Terms & Conditions\***

The Sexual Violence Hotline Manager 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 through Indeed: [Family Service League/SAVE of Essex County Jobs and Careers | Indeed.com](#)

*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

Pay: \$24.00 - \$28.00 per hour

Benefits:

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

Schedule:

- Day shift
- Evening shift
- Monday to Friday
- On call
- Overnight shift

Education:

- Bachelor's (Required)

Experience:

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

Work Location: In person